

Online Help for Project Managers and Translators

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Purpose

This online help will assist you in understanding and using Wordfast Professional Plus (Wordfast). It contains step-by-step procedures of Wordfast functions.

Audience

This help is a reference for project managers and translators. The audience must be familiar with basic translation terminologies.

Organization

The help is organized as follows:

Section	Contents
Section 1	Overview of Wordfast and workflows providing a snapshot of Wordfast functions.
0 - 1 - 0	
Section 2	Procedure for installing Wordfast.
Section 3	Procedures for opening Wordfast and a brief description of
	the PM and TXML editor perspectives.
Section 4	Procedures for PM plug-in tasks.
Section 5	Information on basic menu options.
Section 6	Procedures for managing translation projects.
Section 7	Information on shortcut keys and license management.
Section 8	Information on common errors and their solutions.

Conventions

- All user actions are highlighted in bold to help understand the procedures better.
- Images are inserted at appropriate places to help you relate to the application interface.
- The term "**Note**" precedes any important information that you may need to know while performing a task.
- The word "Optional" follows procedural steps that are not mandatory.

Abbreviations and Acronyms

Term	Description
TM	Translation memory
TXML	Tracker Extensible Markup
	Language
XML	Extensible Markup Language
HTML	HyperText Markup Language

ABOUT WORDFAST

Overview

Wordfast is a java-based translation and editing application designed to improve the way in which translators work. It presents translators with a collaborative environment where translation memory (TM) files can be accessed quickly and efficiently. Wordfast is a flexible application that can work with desktop TM files or interact directly with a powerful TM server application. It can also operate as a stand-alone tool to supplement existing translation workflows.

Key advantages

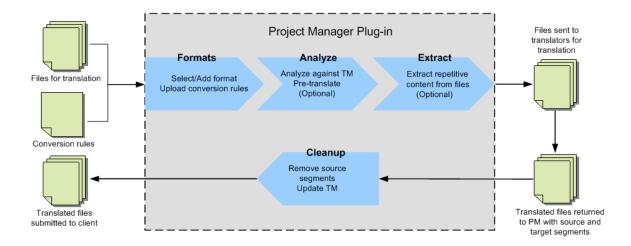
The key advantages of Wordfast are as follows:

- TM compatibility: Tabular TM format allows for simple integration of Trados, SDLX or Déjà Vu TM files.
- Format flexibility: Native format is TXML, an XML-based pivot format. Filters exist for DOC, PPT, HTML, MIF, INX, JSP and RC files.
- Collaborative environment: Users can interact with TM Server and share translation memory assets in real-time.
- Automated editing: Multi-lingual spell checkers and terminology recognition improves the speed and accuracy in the review process.
- Administrative security: Managers can assign specific rights and privileges to individual translators or linguistic teams.

Wordfast provides an intuitive, collaborative environment where translators can deliver higher quality in-language content with greater consistency and efficiency.

Project Manager plug-in workflow

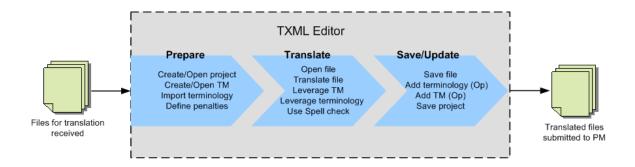
Find below the workflow diagram for PM plug-in:



Note: The Extract frequents option is available in the Wordfast Professional Plus version only.

TXML editor workflow

Find below the workflow diagram for TXML editor:



GETTING STARTED WITH WORDFAST

This section includes basic information that will help you get started with Wordfast.

Opening Wordfast

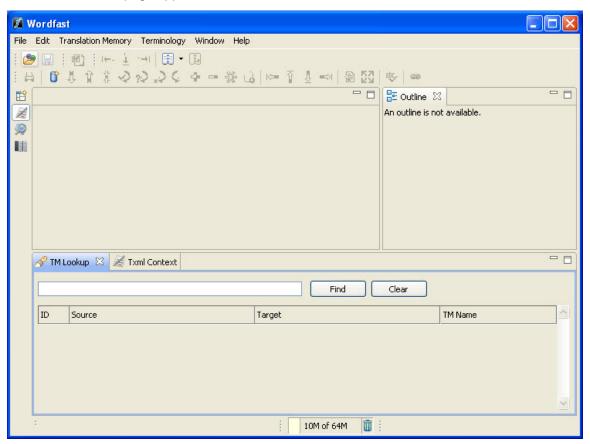
To open Wordfast, you have two options:

Double-click the Wordfast shortcut on your desktop

Or

Go to C:\ > Program Files > Wordfast.

The Wordfast homepage appears.



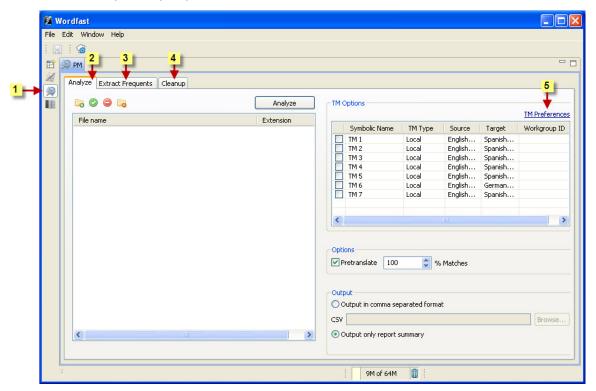
Wordfast homepage

The Wordfast homepage is the work space for project managers and translators to work on translation projects. The homepage directs you to two perspectives:

- PM perspective
- TXML editor perspective

PM perspective

Find below a sample PM perspective screenshot:



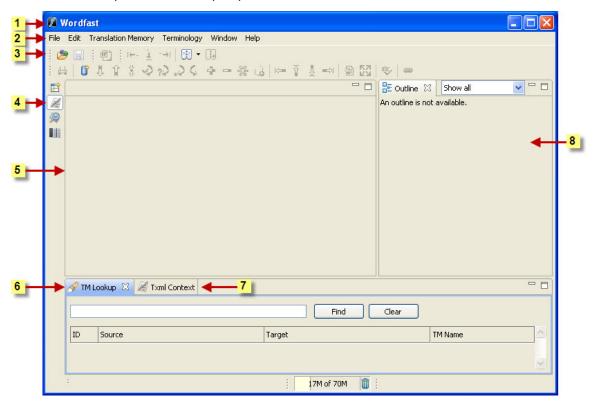
Find below the description for the various components of the PM perspective:

Number	Use	to
1	PM	view the PM perspective. The PM perspective is the
	perspective	workspace for project managers to process files before
	icon	and after translation. Go to Using PM plug-in for more
		information.
2	Analyze tab	analyze files for translation against a TM to leverage
_		reusable content and pre-translate files. Go to Analyzing
		files for more information.
3	Extract	extract recurring segments in the files. Go to Extracting
_	frequents	<u>frequents</u> for more information.
	tab	
		Note: The Extract frequents option is available in the
		Wordfast Professional Plus version only.
4	Cleanup tab	cleanup the file and update the TM after translation is

Number	Use	to
		complete. Go to Cleaning up for more information.
5	TM Preferences	create or open a translation memory.

TXML editor perspective

Find below a sample TXML editor perspective screenshot:



Find below the description for the various components of the TXML editor perspective:

Number	Use	to
1	Title bar	view the project name.
2	Menu bar	carry out all the functions, some of which are also included in the tool bar. Go to TXML editor menu options for more information.
3	Tool bar	quickly complete common functions. You can rollover the shortcut icons to see its function.
4	TXML	view the TXML editor perspective. The TXML editor

Number	Use	to
	perspective icon	perspective is the workspace for managing translation projects. This perspective allows you to translate files by leveraging translation memory and terminology. Go to Managing projects for more information.
5	Main translation window	translate a file. This is the work space for translating files. Go to <u>Translating in a project</u> for more information.
6	TM Lookup window	view TM leverage results and context searching. You can either search for a term or a phrase and the source and target segments appear in a table format. Go to Using TM Lookup window for more information.
7	Txml Context	view the TXML context of the currently open file. Go to Viewing TXML Context for more information.
8	Outline window	quickly navigate a file from one source segment to another. Go to <u>Using Outline window</u> for more information.

INSTALLING AND ACTIVATING WORDFAST

To install Wordfast:

- Download the Wordfast installer from the webpage http://www.wordfast.com/store_download.html to your PC.
- 2. Run the installer.

The Wordfast Demo Mode appears.

Note: Wordfast requires a Java JRE to be installed on your PC. During installation, if Java JRE does not exist, it will be installed for you. If it exists, then Wordfast will refer to it when running.

In the Demo Mode, you can view and test all the functions of the software. You can purchase a Wordfast license from the webpage

http://www.wordfast.com/store_download.html.

If you do not purchase a license, you are limited to storing up to 500 translation units in your translation memories.

To activate a Wordfast license:

1. Purchase a Wordfast license from the webpage

http://www.wordfast.com/store_download.html.

The license file is sent to you via email.

- 2. Save the license file to a known location, preferably C:\Program files\Wordfast.
- 3. Open the Wordfast Demo Mode.
- 4. Click Help > License Management.

The Activation dialog box appears.

- 5. Click License Manager.
- 6. Select (Re-)Install a license certificate and click Next.
- 7. Browse and navigate to C:\Program files\Wordfast and select the license file.
- 8. Click Next twice and then Finish.
- 9. Restart Wordfast.

Your license is active. If you have any problems with the license and require support, please log into the Wordfast support hotline at www.wordfast.com.

USING PM PLUG-IN

The Project Manager plug-in includes tasks that prepare files for translation. The preparation process includes the following tasks:

- Receiving files and rules
- Setting up formats
- Analyzing files
- Extracting frequents
- Cleaning up and updating translation memory

Receiving files and conversion rules

This is the first step towards preparing files for translation. Find below a brief description of files and conversion rules:

- Files: These are received from clients for translation. They may be in any format, such as DOC, XLS, PPT, INX, HTML, JSP and so on. When you open any one these files in Wordfast, it is automatically converted to TXML.
- Conversion rules: These rules are required to convert XML files to TXML. The rules file is
 provided to you by the client.

Setting up formats

A format defines the working parameters for different types of files received for translation. A format can be selected from the available list or a new format created. Please note that the process to add MS Excel files is different from the other file formats. Find below the procedures for the following tasks:

- Viewing default file formats
- Adding new file formats
- Adding an Excel file format

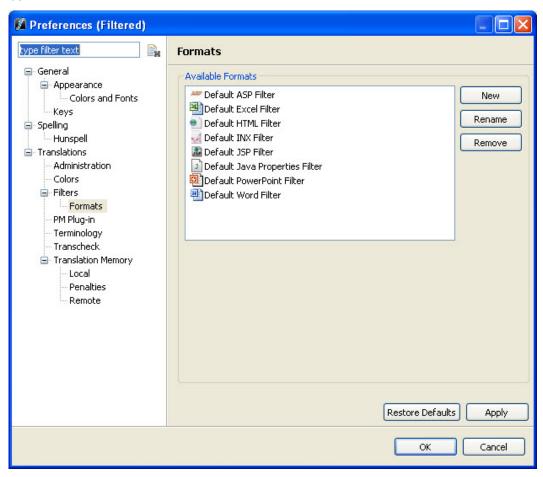
VIEWING DEFAULT FILE FORMATS

A number of format filters are pre-configured for your convenience. For example, if you choose the Default Java Properties Filter, the Encoding UTF-8 is automatically selected.

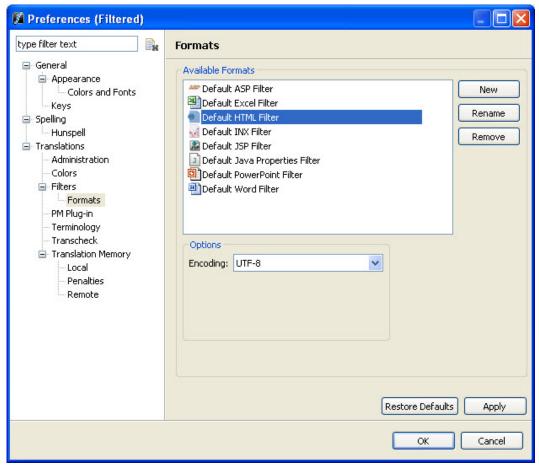
To view a default file format:

- Open Wordfast and click .
 The PM perspective appears.
- 2. Click Edit > Preferences > Translations > Filters > Format.

The Formats dialog box appears. The default formats appear in the Available formats box.



Select a default format of your choice. For example, if you select Default HTML Filter, the options for HTML files appear in the Options box as shown below.



- 4. If required, you can modify the default options.
- 5. Click Apply and OK.

The default format is modified

ADDING NEW FILE FORMATS

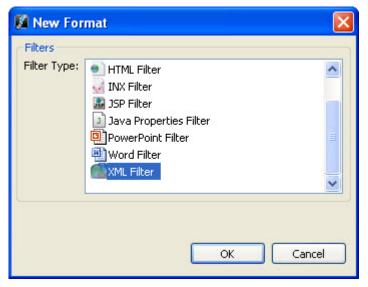
If the format filter of your choice is not available in the default option, you can add a new format. For example, for XML and Excel format filters you will need to provide additional information. This section describes the following:

To add an XML format:

Follow steps 1 and 2 from <u>Viewing default file formats</u>.
 The Formats dialog box appears. The default formats appear in the Available formats box.

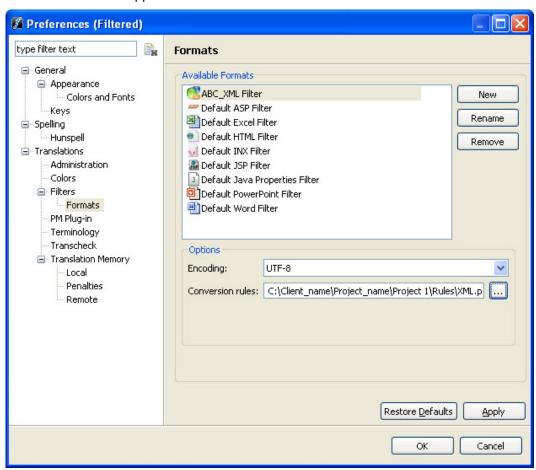
2. Click New.

The New Format dialog box appears.



3. Select the XML Filter Type and click OK.

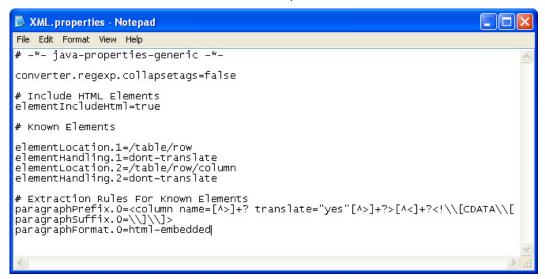
The New XML Filter appears in the Available Formats box.



4. Select the Filter and click **Rename**, to change the filter name.

- 5. Select the **Encoding** as UTF-8.
- 6. Browse and select the Conversion rules file.

Note: The conversion rules file includes commands describing the content to be translated in the XML files. Find below an example rules file.



7. Click **Apply** and **OK**.

The new XML format is set up.

ADDING AN EXCEL FILE FORMAT

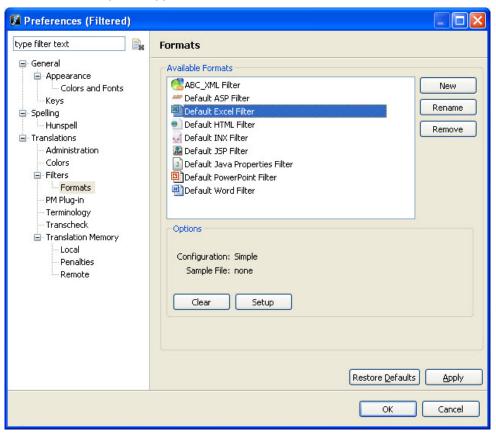
To add an Excel file format:

1. Follow steps 1 and 2 from Viewing default file formats.

The Formats dialog box appears. The default formats appear in the Available formats box.

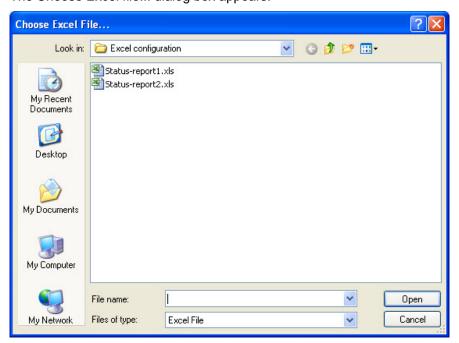
2. Select Format Type as Default Excel Filter.

The Excel Filter options appear.



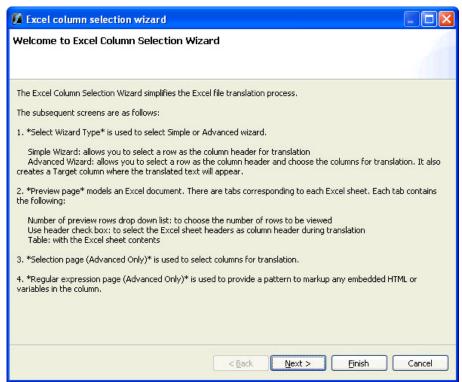
3. Click Setup.

The Choose Excel file... dialog box appears.



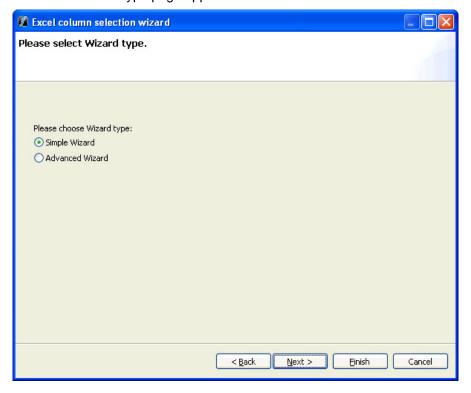
4. Select an Excel file and click Open.

The Excel column selection wizard Instructions page appears.



5. Read the instructions carefully and click Next.

The Select wizard type page appears.



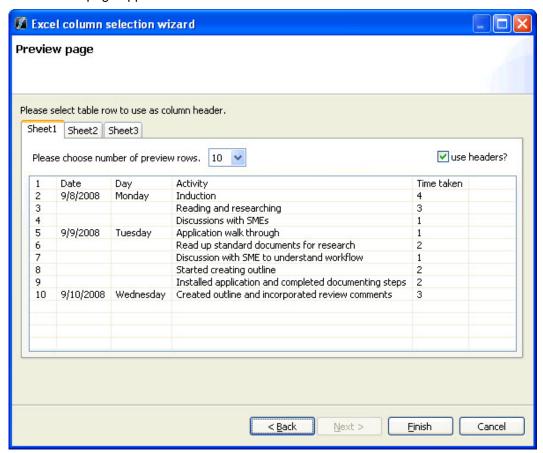
- 6. Select the wizard type. You have two options:
 - Simple: selects all rows with content for translation
 - Advanced: allows you to choose the columns for translation. It also creates a Target column where the translated text will appear.

Simple wizard

To run the Simple wizard:

- 1. Follow steps 1 to 7 from Adding an Excel file format.
- 2. Select Simple wizard and click Next.

The Preview page appears.



3. The content in the Preview page is selected for translation.

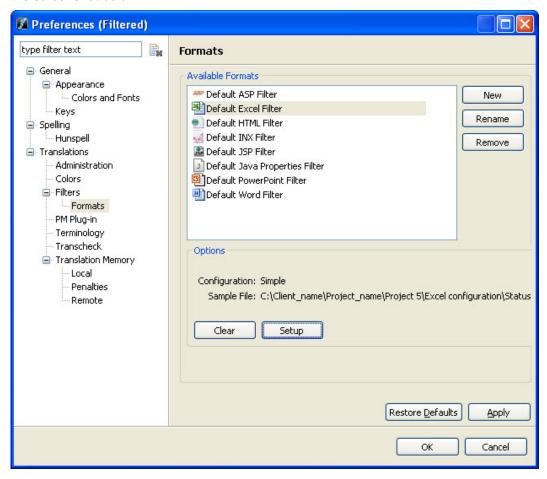
The Preview page models an Excel file. There are tabs corresponding to each Excel sheet. Each tab contains the following:

- Number of preview rows drop down list: to choose the number of rows to be viewed
- Use header check box: select checkbox, if the header row should not be translated

 Table with the Excel sheet contents: select any row that should not be translated.

4. Click Finish.

The configuration and sample file path appears in the Formats Options box as shown in the screenshot below.



5. Click Apply and OK.

An Excel file format is set up.

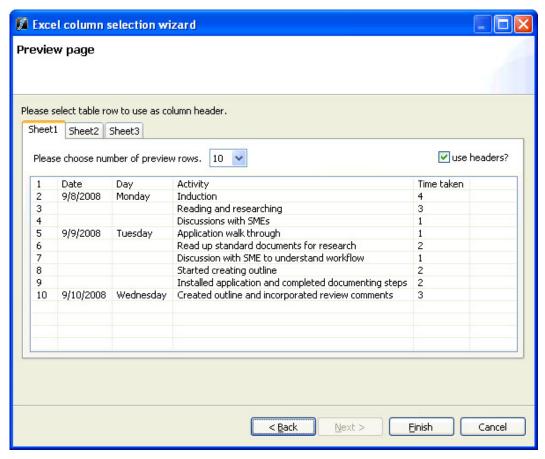
Note: You can now directly open Excel files of this type. While opening files you must choose the correct filter, when prompted. You can also rename the filter using the Rename button.

Advanced wizard

To run the Advanced wizard:

- 1. Follow steps 1 to 7 from Adding an Excel file format.
- 2. Select Advanced wizard and click Next.

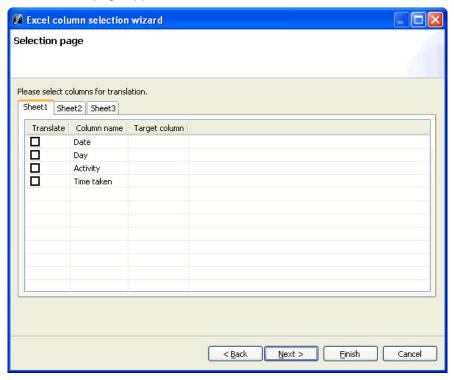
The Preview page appears.



- 3. The Preview page models an Excel file. There are tabs corresponding to each Excel sheet. Each tab contains the following:
 - Number of preview rows drop down list: to choose the number of rows to be viewed
 - Use header check box: select checkbox, if the header row should not be translated
 - Table with the Excel sheet contents: select any row that should not be translated.

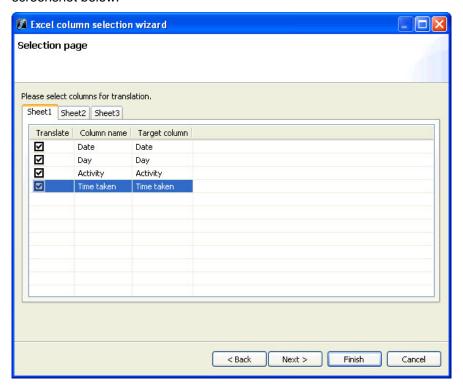
4. Click Next.

The Selection page appears.



5. In the Translate column, select the columns for translation.

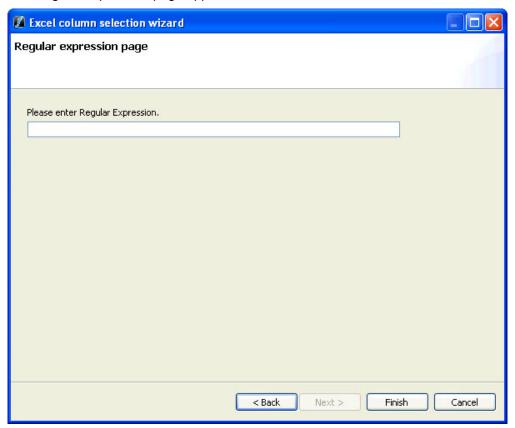
The corresponding Column name appears in the Target column as shown in the screenshot below.



Note: The Target column includes names of columns where the translated text will appear.

6. Click Next.

The Regular expression page appears.

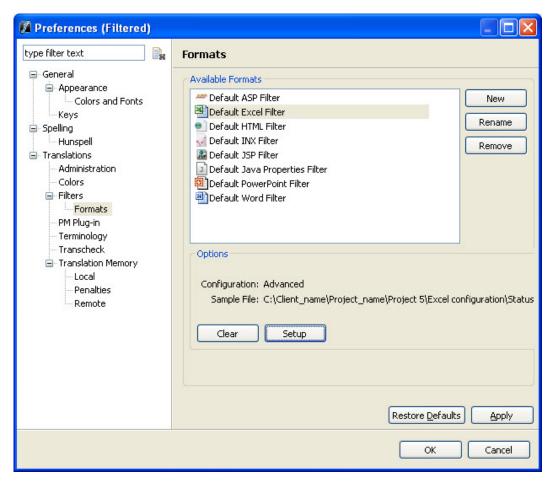


7. Enter a **Regular Expression** for the Excel analysis.

Note: A regular expression provides a pattern to markup any embedded HTML tags or variables in a column as placeables.

8. Click Finish.

The configuration and sample file path appears in the Formats Options box as shown in the screenshot below.



9. Click Apply and OK.

An Excel file format is set up.

Note: You can now directly open Excel files of this type. While opening files you must choose the correct filter, when prompted. You can also rename the filter using the **Rename** button.

Analyzing files

In the Analyzing files process, files for translation are analyzed against a translation memory to leverage reusable content and pre-translate files. This process can greatly improve efficiency and reduce time and effort spent on translation. Find below the procedures for the following tasks:

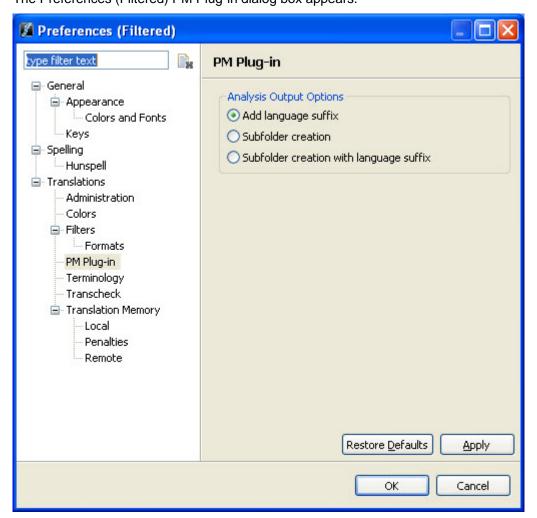
- Selecting Analysis output option
- Analyzing files

SELECTING ANALYSIS OUTPUT OPTION

When a file is analyzed, an analysis output is generated in the same folder as the source files. The analysis output is the pretranslated TXML file. The analysis output options allow you to choose whether the pretranslated TXML file should be renamed to add the language suffix or placed in a separate folder with a language suffix or both.

To select analysis output option:

- Click Edit > Preferences > Translations > PM Plug-in.
 The Preferences (Filtered) PM Plug-in dialog box appears.



3. Select a condition to be followed when analyzing files. The options are as follows:

Select	to
Add language suffix	add the language code (for example ES_MX) as a

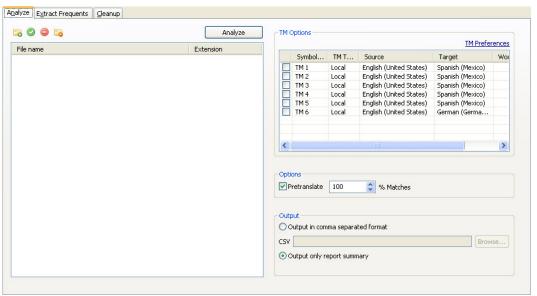
Select	to
	suffix to the analysis output file. An example
	screenshot of the source folder and the source and
	analysis output file is given below.
	Project 1_files
	Word file.doc Word file_ES-MX.doc.txml
Subfolder creation	place the analysis output file within a subfolder. An
	example screenshot of the source and analysis
	output folder and file is given below.
	Project 1_files
	Project 1_files_es-MX
	Word file.doc.txml
Subfolder creation with	place the analysis output file within a subfolder. The
language suffix	subfolder and analysis output file will also include the
	language code as suffix. An example screenshot of
	the analysis output folder and file is given below.
	Project 1_files_es-MX
	> Word file_ES-MX.doc.txml

ANALYZING FILES

To analyze files:

2. Click Analyze.

The Analyze window appears.

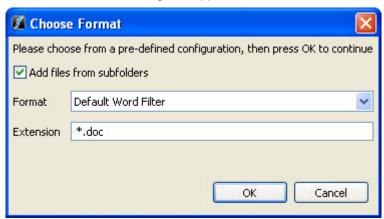


3. Select files from the available list or click , to browse and add files.



4. Select the folder with the files and click OK.

The Choose Format dialog box appears.

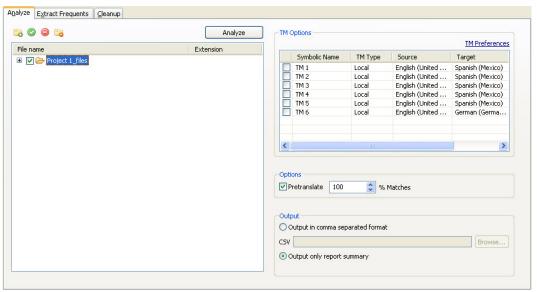


- 5. Select **Add files from subfolders** checkbox if you want to add all files within a folder, including the files in the sub folders.
- 6. Select the file **Format**.

The file **Extension** appears automatically.

7. Click OK.

The file names appear.



- 8. Click + to open the folder and select specific files.
- 9. Select one or more translation memories for analyzing the files.

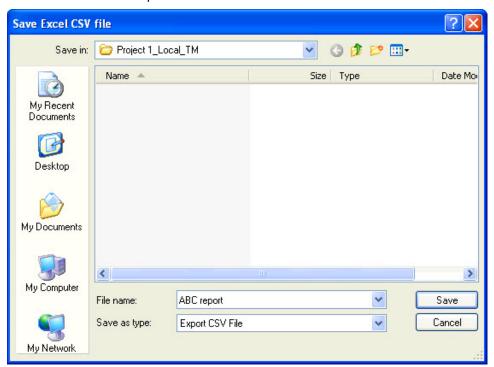
Note: You will need to add at least one TM before analyzing files. To add a local or remote TM, click **TM Preferences**. Go to <u>Creating or opening a TM</u> for more information.

 Select **Pretranslate** and enter the percentage of matches you wish to accept for pretranslation.

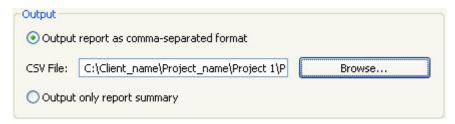
Note: This is an optional step. The percentage defines the minimum leverage required to pre-translate a specific segment.

You can also specify the analysis output option. For more information, refer <u>Selecting</u> <u>Analysis output option</u>.

- 11. Select **format** for the output report. You have two options:
 - Output report as comma-separated format: Select this option and click Browse to select a location and provide a file name as shown in the screenshot below.



Click **Save**, to save the CSV file. The Analyze window appears with the location of the CSV file as shown in the screenshot below.



• Report format: Select this option to view the output report on-screen

12. Click Analyze.

The analyzed TXML files are saved in the same folder as the source files. According to the output report format, either a CSV file is saved at the chosen location or the Analysis

🜠 Analyze and Translation Start Analysis: Tue Apr 14 16:39:05 EDT 2009 Translation Memory: none Analyse Total (1 file): Match Types Segments Words Percent Placeables 0 Golden 0 Leveraged Repetitions 0 0 0 00000 14 11 100% 95%-99% 85%-94% 0 0 I 0 0 75%-84% ō 0 50%-74% 0 No Match Total 88 110 100 Chars/Word Chars Total Analysis finished successfully without errors! Tue Apr 14 16:39:07 EDT 2009 OK

and translation report appears as shown below.

Extracting frequents

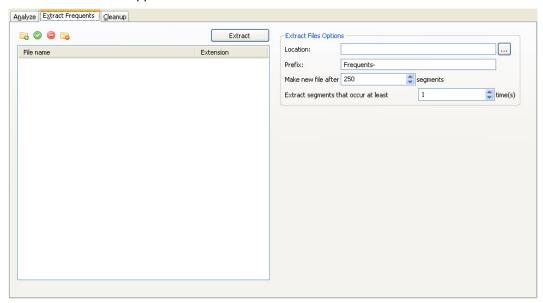
In the Extracting frequents process, repetitive source segments are extracted from the files for translation. Extracting frequents helps reduce the total number of segments to be translated.

Note: The Extract frequents option is available in Wordfast Professional Plus version only.

To extract frequents:

2. Click Extract.

The Extract window appears.

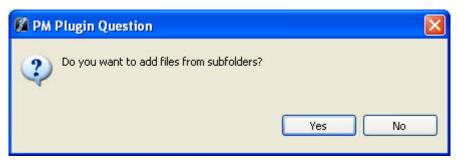


3. Select files from the available list or click , to browse and add files.



4. Select the folder with the files and click **OK**.

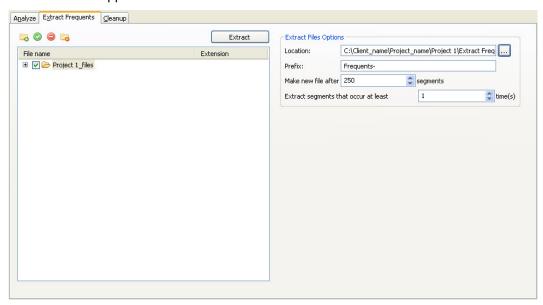
The following confirmation message appears.



Note: Ensure that the original source file is at the same location as the TXML file and that they have the same file name.

5. Click **Yes** if you want to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The file names appear.



6. Select the files from which you want to extract frequents.

Note: Ensure all files selected or added are TXML files.

- 7. Click and select a location for saving the extracted segment and enter a **filename prefix** that is easily identifiable.
- 8. Enter maximum **number of segments** per file.
- 9. Enter minimum number of repetitions for a segment that you want to extract.
 Note: The number signifies the minimum number of times a segment must be repeated in the set of files to be extracted. For example, if this value is 1, Wordfast will extract one unique occurrence of all segments that appear once or more.
- 10. Click Extract frequents.

The repetitive segments are extracted and saved at the location provided.

Note: The TXML files with extracted frequent segments are sent to the translator for translation. After translated files are received from the translators, they are cleaned up and saved into the TM. The TM is then applied to the original TXML files, to complete the translation process.

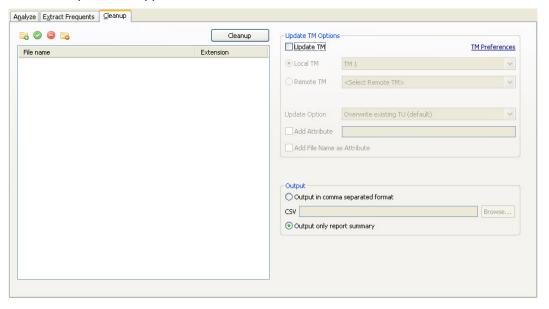
Cleaning up and updating translation memory

After files are translated by the translator, they are sent back to the project manager. The PM then completes the final step of cleaning up the files and updating the TM. Cleaning up is an automated process, where the source segments are removed and the files are restored to their original format.

To clean up and update TM:

- 2. Click Cleanup.

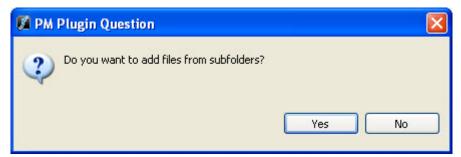
The Cleanup window appears.



3. Select files from the available list or click , to browse for files. The Browse For Folder dialog box appears.



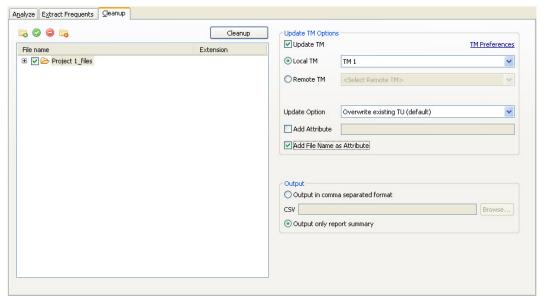
Select the folder with the files and click **OK**.
 The following confirmation message appears.



Note: Ensure that the original source file is at the same location and TXML file and that your TXML file has the same name as the source file.

5. Click **Yes** if you want to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files for cleanup appear.



- 6. Click + to open the file folder and select specific files.
- 7. Select **Update TM** check box for updating files to a TM. (Optional).
- 8. Select the translation memory.

Note: You will need to add at least one TM before analyzing files. To add a local or remote TM, click **TM Preferences**. Go to <u>Creating or opening a TM</u> for more information.

9. Select an **Update option**. The options are as follows:

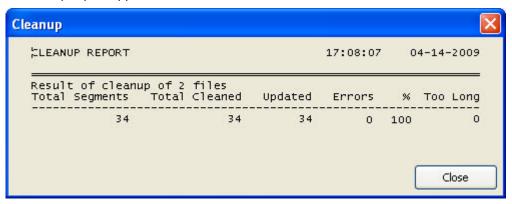
Select	to
Overwrite existing TU	overwrite the existing translation unit.
(default)	
Do not overwrite TU	not overwrite existing translation unit.
Overwrite if attributes are	overwrite the existing translation unit only if custom
identical	attributes for new and existing translation units are
	identical.
Do not add to TM	not add to the translation memory.

- 10. Select Add Attributes checkbox, to enter custom attributes for the translation unit.
- 11. Select **Add file name as attribute**, to add file name as a custom attribute.
- 12. Select format for the output report. You have two options:
 - Comma-separated format: Select this option and click Browse to select a location and provide a file name

Report format: Select this option to view the output report on-screen

13. Click Cleanup.

A Cleanup report appears.



The Wordfast basic menu options are as follows:

- File
- Edit
- Translation Memory
- <u>Terminology</u>
- <u>Window</u>
- Help

File

The options in the File menu are as follows:

Use	to
Create Project	create a new project.
Open Project	open an existing project.
Open (Ctrl+O)	open a new file.
	Note: When you browse your PC, only the file
	types listed in your File Associations setup
	(Window > System Preferences > General >
	Editors > File Associations) will appear.
Close (Ctrl+W)	close the currently open file. If there are unsaved
	changes, a warning message appears asking if
	you want to save the changes before closing.
Close All	close all open files. If there are any unsaved
(Ctrl+Shift+W)	changes, a warning message appears asking if
	you want to save the changes before closing.
Save (Ctrl+S)	save the currently open file.
Save translated	save PPT, XLS or DOC files.
file	Note: This menu option is activated only when
	PPT, XLS or DOC files are saved.
Save As	save and rename the currently open file.

Use	to
Save All	save all the currently open files.
(Ctrl+Shift+S)	
Revert	revert the file to the state since it was opened, or
	since it was last saved, whichever is most recent.
Print	print the file that is currently open.
Properties	view information related to the currently open file,
	such as the original file format.
Exit	exit Wordfast. If there are any files open with
	unsaved changes, a warning message appears
	asking if you want to save the changes before
	exiting.

Edit

The options in the Edit menu are as follows:

Use	to
Undo (Ctrl+Z)	undo most recently entered text or performed
	function.
Redo (Ctrl-Y)	redo most recently deleted text or re-perform
	undone function.
Cut (Ctrl-X)	cut the selected text. This action can be performed
	only in the target segment.
Copy (Ctrl-C)	copy the selected text.
Paste (Ctrl-V)	paste the copied text at the location of your cursor.
	This action can be performed only in the target
	segment.
Select All (Ctrl-A)	select all the text in the main Translation window.
Find/Replace	search the current file for text and replace that text
(Ctrl-F)	with another text. This action can be performed
	only in the target segment.
Spell Check (F7)	check spelling.

Use	to
Copy Context	copy the TM lookup target segment into the file target segment.
Preferences	set translation, translation memory, penalties and terminology preferences.

Translation Memory

The options in the Translation Memory menu are as follows:

Use	to
New/Select TM	create or select a translation memory.
Next Segment	navigate to the next segment. This action
(Alt+Down)	automatically saves the segment to the TM, if
	you have edited the translation.
Previous Segment	navigate to the previous segment. This action
(Alt+Up)	automatically saves the segment to the TM, if
	you have edited the translation.
Current Segment	leverage the TM for the current source
Leverage (Alt+Space)	segment.
Clear Target Segment	clear the text in the target segment.
Translate Until Fuzzy	translate the source segments until there is a
(Ctrl+Alt+F)	fuzzy match.
Translate Until No	translate the source segments until there is
Match	no match.
(Ctrl+Shift+PageDown)	
Translate All	translate all source segments.
(Ctrl+Shift+End)	
Copy Source	copy the text from the source segment into
(Alt+Insert)	the target segment.
Expand Segment	combine the currently selected source
	segment with the next segment.
	Note: This function can be accomplished only

Use	to
	with segments in the same paragraph.
	Segments that have a paragraph break
	between them cannot be combined.
Shrink Segment	split the source segment into two segments,
	at the location of the cursor.
Confirm/Unconfirm	mark a segment for future reference.
Segment	
Commit to TM	save the translated segments to the TM and
(Alt+End)	close the file. This action is typically carried
	out when you have completed translation.
Previous Placeable	select the previous placeable in the source
(Ctrl+Alt+Left)	segment. The selected placeable will be
	highlighted in red by default.
Remove Placeable	delete the currently selected placeable.
(Ctrl+Alt+Up)	
Copy Placeable	copy the currently selected placeable into the
(Ctrl+Alt+Down)	target segment at the location of the cursor.
Next Placeable	select the next placeable in the source
(Ctrl+Alt+Right)	segment. The selected placeable will be
	highlighted in red by default.
TM Lookup	look up the selected source text in the
	translation memory. This action leverages all
	segments that include that text.
Analyze	analyze the file for translation against a TM to
	leverage reusable content and pre-translate
	content.
	COMONIC

Terminology

The options in the Terminology menu are as follows:

Use	to
New/Select	create or select a terminology.
Terminology	

Use	to
Add Term	add a terminology to the terminology list.
Previous Term	navigate to the previous terminology in the
(Ctrl+Alt+8)	source segments.
Copy Term	copy the selected terminology.
(Ctrl+Alt+0)	
Next Term	navigate to the next terminology in the source
(Ctrl+Alt+9)	segments.
Edit	modify the terminology list.
Import	import a terminology list to the open project.
Export	export a terminology list to a location, either on
	your computer or a common server.

Window

The options in the Window menu are as follows:

Use	to
Show View	preview a TXML file in Word or view the source
	context. This option also allows you to add or
	remove the Outline, TM Lookup and TXML
	Context view.
System Options	view and change the system preferences.

Help

The options in the Help menu are as follows:

Use	to
Online Help	view the Wordfast help.
Bug Report	view or send the error log.
Wordfast Updates	find and install new releases and manage configurations.
Key Assist (Ctrl+Shift+L)	view all Wordfast functions and keyboard shortcuts.

Use	to
License Management	complete activation of Wordfast and manage license.
About Wordfast	view plug-in and configuration details of Wordfast.

MANAGING PROJECTS

Translation projects can be managed both by project managers and translators. Managing a project includes the following tasks:

- Creating or opening a project
- Creating or opening a translation memory
- Importing and exporting terminology lists
- Defining penalties
- <u>Defining color codes</u>
- Enabling spell check
- Translating in a project
- Deleting a project

Creating or opening a project

In Wordfast, it is necessary to create a project before translating a file. You can open a TXML file for translation only if a project is created or opened. The project is a working environment that defines settings for the source and target language, translation memory, glossary and other user information. Find below the procedures for the following tasks:

- Creating a project
- Opening a project

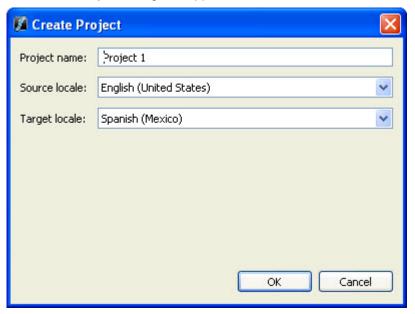
CREATING A PROJECT

To create a project:

Open Wordfast and click .
 The TXML perspective appears.

2. Click File > Create Project.

The Create Project dialog box appears.



3. Enter a unique **Project name**.

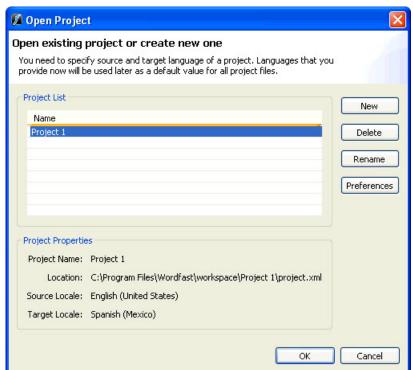
Note: A unique project name enables differentiation. Naming the project according to the client name is a good practice. If a unique name is not given, an error message appears at the bottom of the dialog box.

4. Select **Source** and **Target language**.

Note: It is important to select the correct source and target languages. If either of them is incorrect, Wordfast will not allow you to open files for translation. The languages that you provide now will be the default language selection for all project files.

5. Click **OK**.

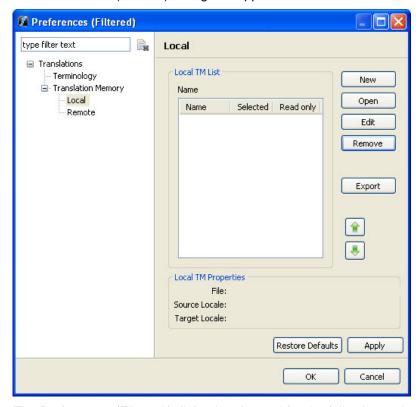
The Open Project dialog box appears. The project name appears in the Project List and



the project properties appear at the bottom of the dialog box.

6. Select project name and click **OK**.

The Preferences (Filtered) dialog box appears.



The Preferences (Filtered) dialog box is used for the following tasks:

- Selecting translation memory settings. Go to <u>Selecting translation memory settings</u> for more information.
- Creating or opening translation memory. Go to <u>Creating or opening translation</u> memory for more information.
- Importing, exporting, adding, editing and deleting terminology. Go to Importing and exporting terminology and Working with terminology for more information.
- Defining penalties. Go to <u>Defining penalties</u> for more information.
- Defining color codes. Go to <u>Defining color codes</u> for more information.
- Enabling spell check. Go to Enabling spell check for more information.

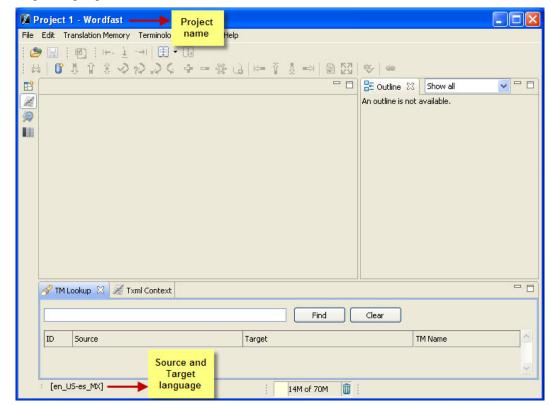
OPENING A PROJECT

To open a project:

- Open Wordfast and click .
 The TXML perspective appears.
- 2. Click File > Open Project.

The Open Project dialog box appears. The project names appear in the Project list and the project properties appear at the bottom of the dialog box.

Select a project name and click **OK**.
 The Wordfast screen appears with the project name on the title bar and the source and



target languages at the bottom of the screen.

Creating or opening a TM

Translation memory (TM) is designed to provide maximum content re-use and facilitate collaboration between globally distributed localization resources. Translators can leverage reusable content in two ways:

- Local TM: The local TM is located in your system and can only be accessed and updated by you.
- Remote TM: The remote TM is located on a server that can be accessed by several translators at the same time. The translators can leverage the available content and also update the TM with new reusable content.

Find below the procedures for the following tasks:

- Selecting translation memory settings
- Creating a local TM
- Opening a local TM
- Creating or opening a remote TM

SELECTING TRANSLATION MEMORY SETTINGS

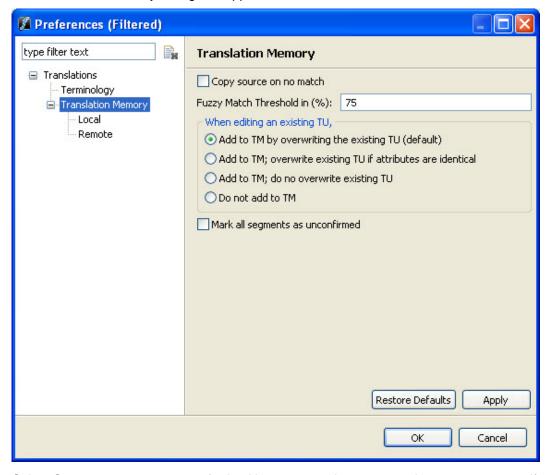
To select translation memory settings:

- Open Wordfast and click .
 The TXML perspective appears.
- Follow steps 1 to 6 from <u>Creating a project</u>

Click Translation Memory > New/Select.

The Preferences (Filtered) dialog box appears.

In the left pane, click Translation Memory.
 The Translation Memory dialog box appears.



- 4. Select **Copy source on no match** checkbox, to copy the source to the target segment, if there is no match when the TM is leveraged.
- 5. Enter the Fuzzy Match Threshold in (%).

Note: This value signifies the TM leverage percentage limit for a fuzzy match. For example, if you enter a value of 75%, the tool will mark all the translations which are leveraged below 75% match as a 'No match' segment.

6. Select a condition to be followed when editing an existing Translation Unit. The options are as follows:

Select	to
Add to TM by	overwrite the existing translation unit. This option is
overwriting the existing	selected by default.
TU (default)	
Add TM; overwrite	overwrite the existing translation unit only if custom
existing TU if attributes	attributes for new and existing TU are identical.
are identical	
Add to TM: do not	add to translation memory and not overwrite existing
overwrite existing TU	TU
Do not add to TM	not update the TM.

- 7. Select **Mark all segments as unconfirmed** checkbox, to mark all target segments as unconfirmed. For more information, refer <u>Confirming or Unconfirming segments</u>.
- 8. Click **Apply** and **OK**.

The translation memory properties for the project are set up.

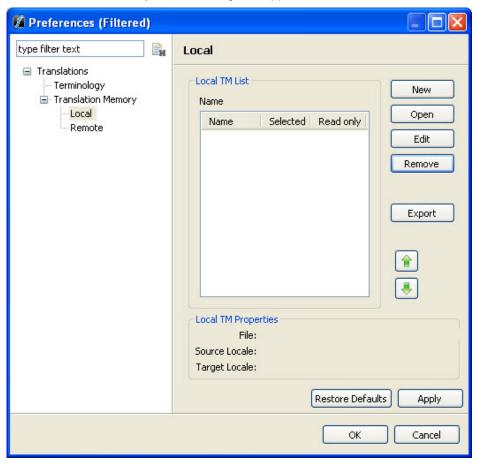
CREATING A LOCAL TM

To create a local TM:

1. Follow steps 1 to 2 from section <u>Selecting translation memory settings</u>.

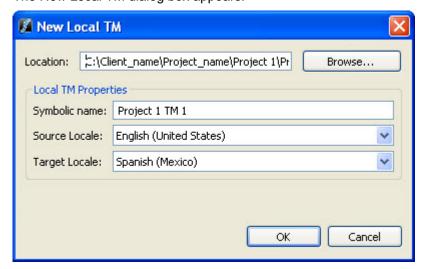
2. In the left pane, select **Translation Memory > Local**.

The Translation Memory - Local dialog box appears.



3. Click New.

The New Local TM dialog box appears.



- 4. Enter or browse the location for the local TM.
- 5. Enter a file name for the new local TM and click Save.

6. Enter a **Symbolic name** for the Local TM.

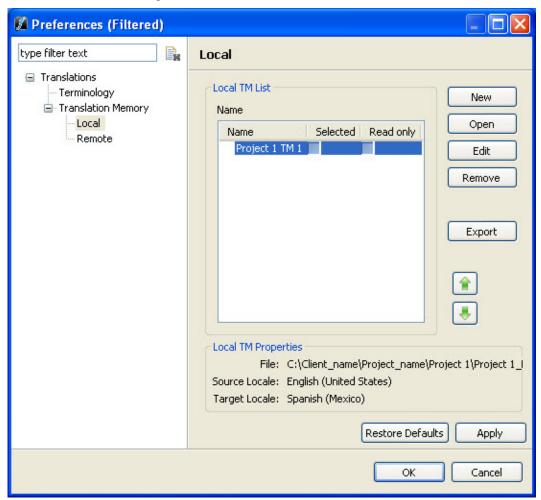
Note: Ensure that the name is unique and easily recognizable. If a unique name is not given, an error message appears at the bottom of the dialog box.

7. Select Source and Target language.

Note: The default source and target languages are the same as the currently open project. Ensure that the selected TM and project have the same language pair assigned. If either of them is incorrect, the TM will not be leveraged in the project.

8. Click OK.

The newly created local TM name appears in the Local TM List and the properties appear at the bottom of the dialog box.



- 9. Select **Selected** check box, to use the newly created local TM during translation.
- 10. Select Read only check box, if you do not want to update the local TM. (Optional)
- 11. Click 🛍 or 🖖 to prioritize newly created or available local TMs.

Note: Prioritizing TMs will ensure that the first TM in the list is leveraged first, followed by the remaining TMs.

12. Click Apply and OK.

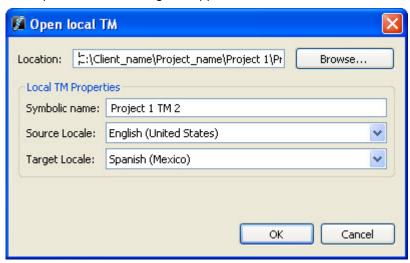
A new local TM is created for the project.

OPENING A LOCAL TM

To open a local TM:

- 1. Follow steps 1 to 2 from section Creating a local TM.
- 2. Click Open.

The Open Local TM dialog box appears.



- 3. Enter or browse the location of the local TM.
- 4. Select a local TM file and click Save.

Note: Ensure that the correct local TM is selected. The local TM file must have a correct header, which typically includes the creation date, user ID, source and target language and so on. If an error occurs, please log into the Wordfast support hotline at www.wordfast.com.

Follow steps 4 to 10 from section <u>Creating a Local TM</u>.
 An existing local TM is selected for the project.

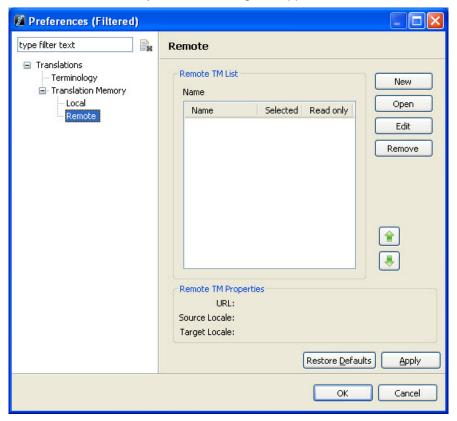
Creating or opening a remote TM

To create or open a remote TM:

1. Follow steps 1 to 2 from section Selecting translation memory settings.

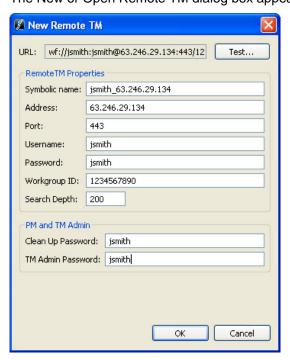
2. In the left pane, select **Translation Memory > Remote**.

The Translation Memory - Remote dialog box appears.



3. Click New or Open.

The New or Open Remote TM dialog box appears.



- 4. Enter the Remote TM Address and Port details.
- 5. Enter the **Username** and **Password** to connect to the Remote TM.

Note: When you provide the Remote TM information, the URL appears automatically. The remote TM URL and login details are provided to you by the client, if they are using a Wordfast TM server.

- After entering all Remote TM information, click **Test**.
 Connection to the remote TM is established and a message appears.
- Modify the Symbolic name for the Remote TM, if required.
 Note: The default symbolic name is a combination of the user name, address and port details.
- 8. Enter Workgroup ID and Search Depth. (Optional)

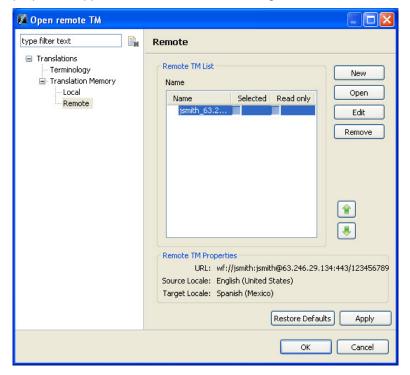
Note: The Workgroup ID is a 10 digit number and is provided to you by the Wordfast administrator. If a Workgroup ID is not entered, you can only read from the remote TM. The Workgroup ID is required if you need to update the remote TM.

Ensure that the user name is unique and easily recognizable.

Search depth signifies the number of results that can be viewed for a particular search. For example, if you are looking for segments containing the word "hotel", only the first 200 segments in the remote TM containing that word will appear.

9. Click OK.

The newly created or opened remote TM name appears in the Remote TM List and the properties appear at the bottom of the dialog box.



- 10. Select **Selected** check box, to use the new remote TM during translation.
- 11. Select **Read only** check box, if you do not want to update the remote TM. (Optional)
- 12. Click or Uprioritize newly created or available remote TMs.
- 13. Click Apply and OK.

A new or existing remote TM is created or opened for the project.

Importing and exporting terminology lists

A terminology list (or glossary), is a list of source terms and their preferred translations. For example, a terminology list could include information as follows:

Source	Target
translation memory	mémoire de traduction
translation unit	unité de traduction
data transfer rate	taux de transfert de données
International Translators Federation	Fédération Internationale des
	Traducteurs

The terminology list is stored as a tab-delimited list of source and target terms on your computer or a common server. To use a terminology list, you need to import it to Wordfast. After completing a translation project you also have an option to add new terms and export the term list to your computer or a common server. Find below the procedures for the following tasks:

- Importing a terminology list
- Exporting a terminology list

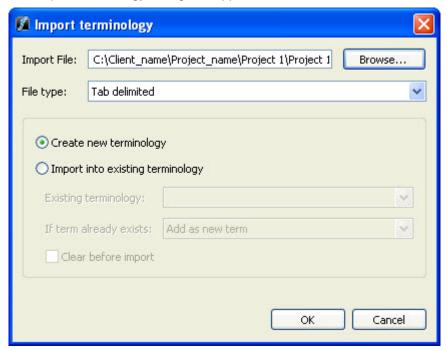
IMPORTING A TERMINOLOGY LIST

To import a terminology list:

Open Wordfast and click .
 The TXML perspective appears.

2. Click Terminology > Import.

The Import terminology dialog box appears.



- 3. Enter or browse for the terminology file.
- 4. Choose **File type**. You have two options:
 - Tab delimited: a TXT file
 - TBX: an XML file
- 5. Next, you have two options:
 - Select Create new terminology, if you are importing the first terminology file for the project.
 - Select Import into existing terminology, if you have already imported a terminology file and want to combine both the files.

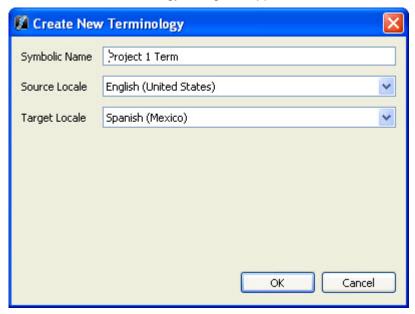
Creating new terminology

To create a new terminology list:

- 1. Follow steps 1 to 4 from Importing a terminology list.
- 2. Select Create new terminology.

3. Click OK.

The Create new Terminology dialog box appears.



- 4. Enter Symbolic name, Source language and Target language.
- 5. Click OK.

A Terminology import message appears confirming the number of terms imported.

6. Click OK.

A new terminology file is created.

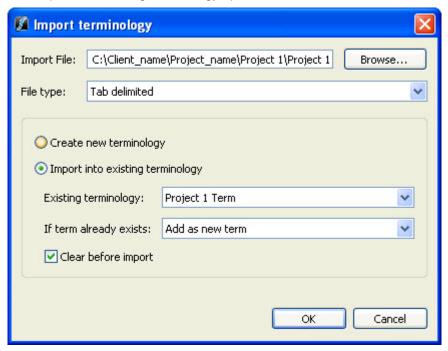
Import into existing terminology

To import a new terminology list into an existing terminology list:

1. Follow steps 1 to 4 from Importing a terminology list.

2. Select Import into existing terminology.

The Import into existing terminology option is activated.



- 3. Select the **Existing terminology list** for the open project.
- 4. Select an action, if there is an overlap between the existing and new terminology list.
- 5. Select Clear before import, if you want to clear all terms in the existing terminology list.
- 6. Click OK.

The Terminology import report dialog box appears. This describes the number of terms that will be imported.

7. Click OK.

The new terminology file is imported and a message appears. The terminology list appears as a separate tab.

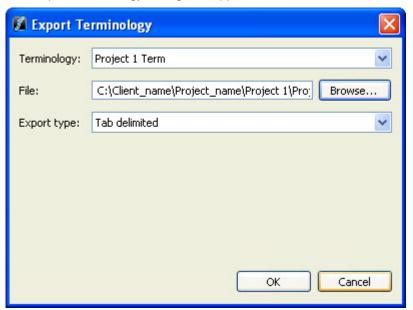
EXPORTING A TERMINOLOGY LIST

To export a terminology list:

Open Wordfast and click .
 The TXML perspective appears.

2. Click Terminology > Export.

The Export terminology dialog box appears.



- 3. Select Terminology name.
- 4. Enter or browse the location for the terminology file.
- 5. Select **File type**. You have two options:
 - Tab delimited: a TXT file
 - TBX: an XML file
 The Terminology export report dialog box appears. This describes the number of terms that will be imported.
- 6. Click OK.

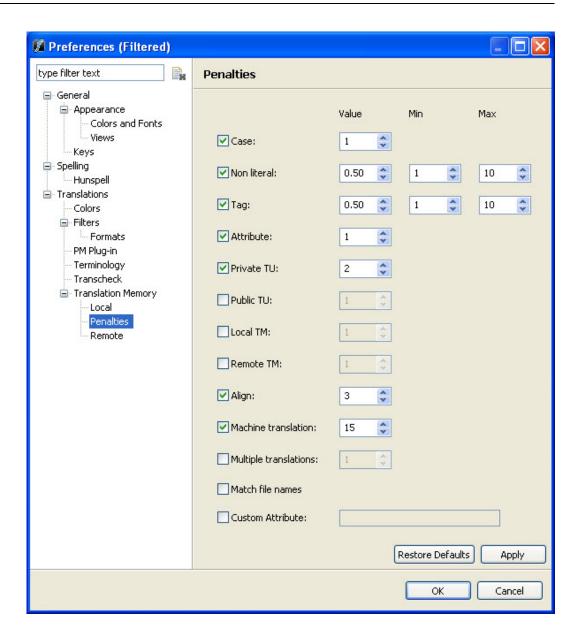
The terminology list is exported and saved at the specified location.

Defining penalties

Penalties are defined to maintain high quality of the content leveraged from translation memory. A value is assigned to each of the penalties, which are taken into account to calculate the translation score. This score is used to differentiate between golden or 100 %, fuzzy and no match.

To define penalties:

- Open Wordfast and click .
 The TXML perspective appears.
- Click Edit > Preferences > Translations > Translation Memory > Penalties.
 The Preferences (Filtered) Penalties dialog box appears.



3. Enter values for penalties. Find below the list of penalties and description:

Penalty	Description	
Case	penalizes different case in letters.	
Non Literal	penalization is for punctuations, space, special characters like apostrophes, dashes, quotes and so on	
Tag	penalizes different placeables.	
Attribute	penalizes if attributes differ.	
Private TU	penalizes workgroup Translation Unit (TU).	

Penalty	Description	
Public TU	penalizes non-workgroup TU.	
Local TM	penalizes TU from local desktop copy.	
Align	penalizes TUs coming from an alignment.	
Machine	penalizes TUs coming from MT.	
Translation		
Multiple	penalizes TUs if there are duplicates within the TM with	
Translations	different translations.	
Match file names	consider filename as an attribute for penalization.	
Custom	consider this attribute name for penalization.	
Attributes		

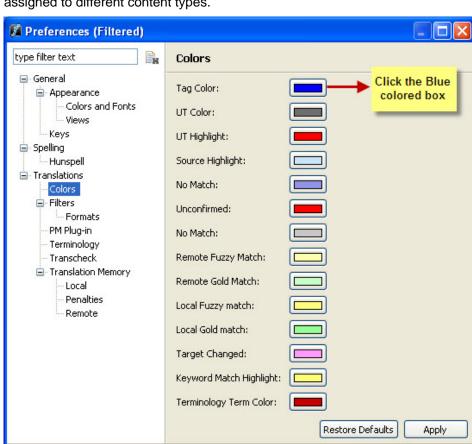
4. Click **Apply** and **OK**.

Defining color codes

The color codes are used to differentiate between different types of content in the TXML editor workspace.

To define color codes:

- Open Wordfast and click .
 The TXML perspective appears.
- Click Edit > Preferences > Translations > Translation Memory > Colors.
 The Preferences (Filtered) Colors dialog box appears. This displays the default colors



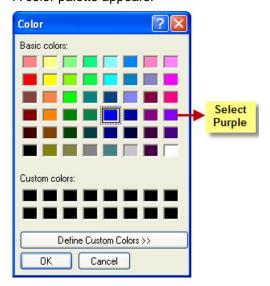
assigned to different content types.

3. If you want to change the default color for any of the content types, click the colored box. For example, click the colored box next to Tag color.

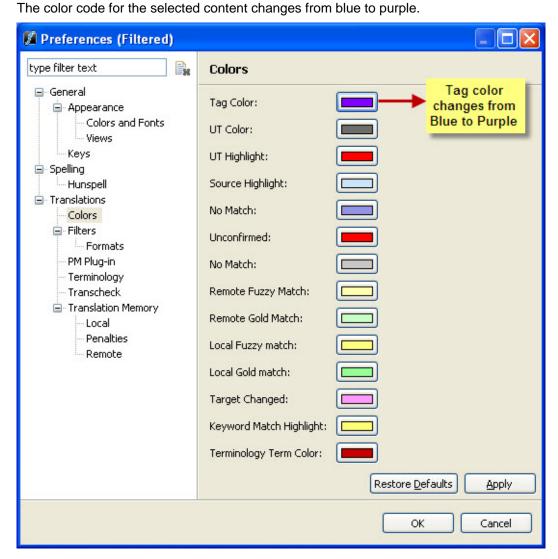
OK

Cancel

A color palette appears.



4. Select a color, for example, purple and click **OK**.



Enabling spell check

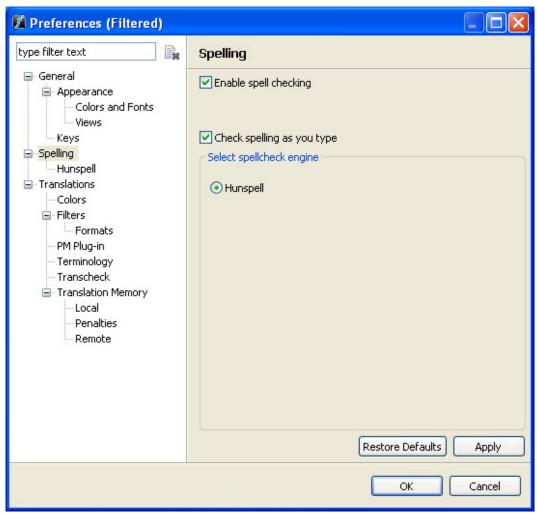
Enabling the spell check option is a good practice to ensure high quality.

To enable spell check:

Open Wordfast and click .
 The TXML perspective appears.

2. Click Edit > Preferences > Spelling.

The Preferences (Filtered) Spelling dialog appears.



3. Select Enable spell checking checkbox.

The Hunspell spellcheck engine is automatically selected.

- 4. Select Check Spelling as you type checkbox. (Optional)
- 5. Click Apply and OK.

The Spell check option is enabled.

Note: To use spell check, click **Edit > Spell Check** or press **F7**. The option for choosing spell check languages is available during installation.

Translating in a project

After you have completed the initial steps of creating project, opening translation memory, importing terminology and defining penalties and colors, the Wordfast workspace is ready to be used for translation. The translation process broadly includes the following tasks:

- Opening a file
- Translating a file
- Leveraging repetitive content
- Working with translation memory
- Working with terminology
- Working with placeables
- Using Transcheck
- Confirming or Unconfirming segments
- Using Outline window
- <u>Viewing TXML Context</u>
- Saving and closing a file
- Using shortcut icons

OPENING A FILE

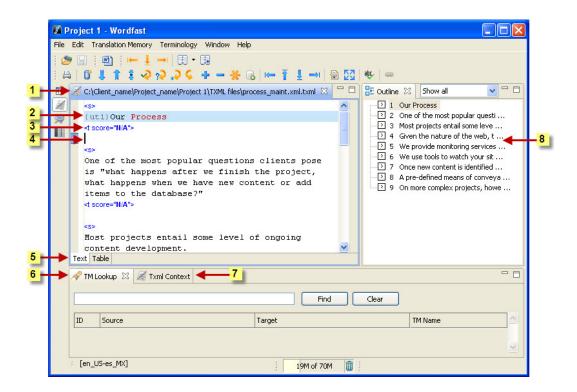
To open a file for translation:

- Open Wordfast and click .
 The TXML perspective appears.
- 2. Click File > Open, select file for translation and click Open.

Or

Left-click on the file, and drag and drop into the Translation window.

The file appears in the Translation window.



Find below the description for the various components of the Wordfast workspace:

Number	Component	Description
1	File name	The TXML file name appears here. You can open multiple files, which appear as tabs.
2	Source segment	The segment that requires translation appears here.
3	Translation score	The translation score, which is the percentage of match found in the TM appears here.
4	Target segment	The translated content is entered here by the translator.
5	Views	The TXML file can be viewed in two ways, as plain text and in a table format.
6	TM Lookup window	The TM leverage results appear here. You can also search the TM for a term or a phrase. Go to Using TM Lookup window for more information.

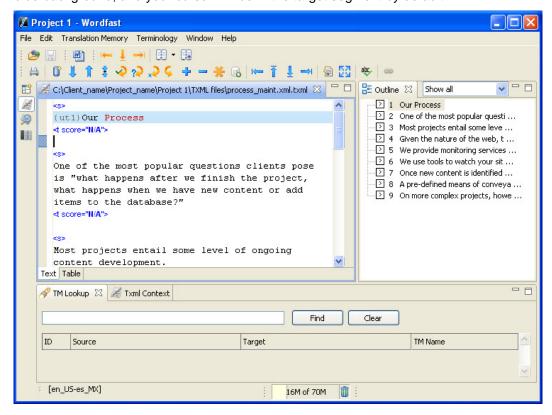
Number	Component	Description
7	Txml Context	view the TXML context of the currently open file. Go to Viewing TXML Context for more information.
8	Outline window	The color coded list of all source segments appears here. The colors signify the translation score. Go to <u>Using Outline</u> <u>window</u> for more information.

TRANSLATING A FILE

This section describes the steps for translating a TXML file when there are no TMs available for leverage. After entering the new translation for a file, you can save the translation to a new TM, which can be leveraged at a later stage.

To translate a file:

Follow the steps to open a file from section <u>Opening a file</u>.
 The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.

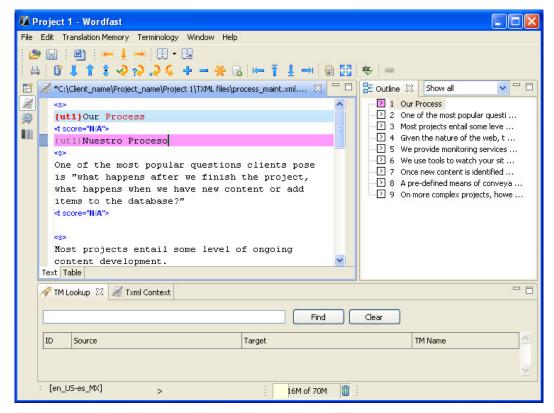


Note: The placeables in the source segment are marked in grey. For example, {ut1}.

These placeables should be either copied and pasted or typed into the target segment. They should not be edited or deleted.

2. Type the target segment.

The typed target segment will appear in a pink background as shown in the screenshot below.



3. Select Translation Memory > Next Segment or click ♥ or press Alt+Down.

The typed target segment is saved to the TM and the cursor moves to the next segment.

Note: If you need help creating or opening a TM, go to Creating or opening a TM. To update translation memory with new content, ensure the TM has the Read only check box clear and update options are selected. Go to Selecting translation memory settings for more information.

Also note that, the TM will not be leveraged or updated if you press the **Enter** or **Tab** keys or if you click into another segment in the Translation window or the Outline window.

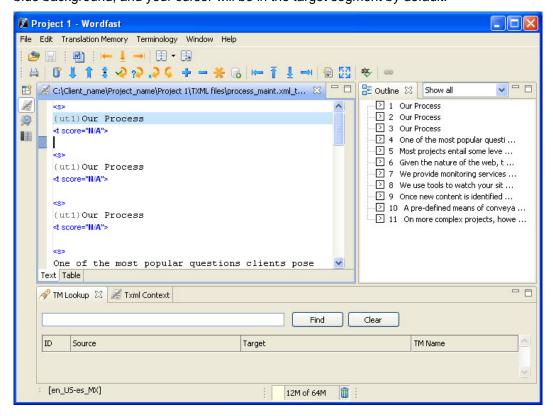
After translating all the source segments, select Translation Memory > Commit to TM
or click or press Alt+End, to update the TM before closing the file.

LEVERAGING REPETITIVE CONTENT

The leveraging repetitive content option can be used when there are repetitive segments in a file. For example, if there are multiple instances of the phrase "Our Process" then the translator needs to type the translation only once. The remaining segments are leveraged automatically.

To leverage repetitive content:

Follow the steps to open a file from section <u>Opening a file</u>.
 The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.

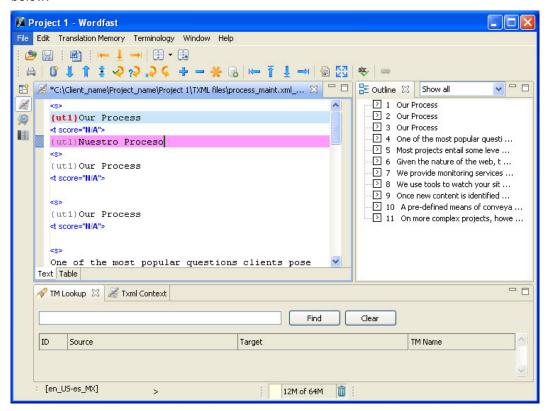


Note: There are three instances of the source segment "Our Process".

2. Type the target segment for the first instance.

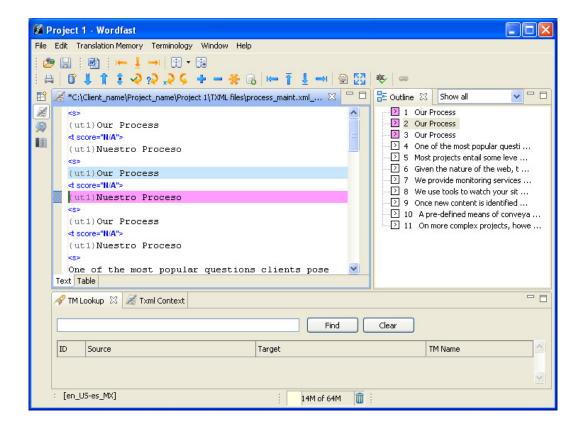
The typed target segment will appear in a pink background as shown in the screenshot

below.



Select Translation Memory > Next Segment or click or press Alt+Down.

The typed target segment is saved to the TM and the subsequent repetitive segments are leveraged.



Note: The remaining two instances of "Our Process" are translated automatically.

WORKING WITH TRANSLATION MEMORY

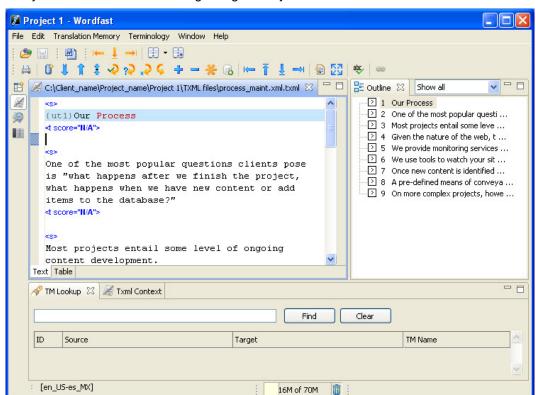
Translation memory (TM) is designed to provide maximum content re-use and facilitate collaboration between globally distributed localization resources. Find below the procedures for the following tasks:

- Leveraging translation memory
- Using TM Lookup window
- Updating translation memory

Leveraging translation memory

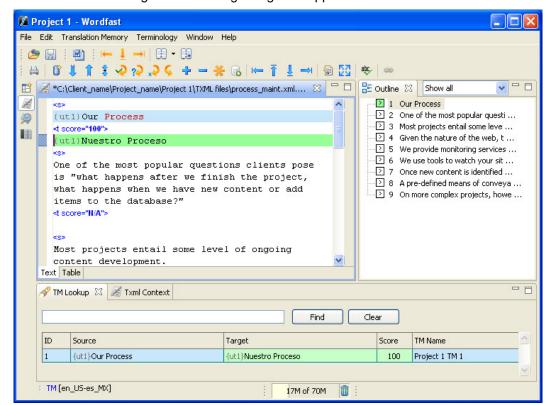
To leverage translation memory:

Follow the steps to open a file from section <u>Opening a file</u>.
 The file appears in the Translation window. The first translatable segment will be open,



and your cursor will be in the target segment by default.

Select Translation Memory > Current Segment Leverage or click ³/₂ or press
 Alt+Space.



The TM will be leveraged and the target segment appears.

Translation memory default color representation

Find below the list of default color representations for source and target segments in the Translation window:

Color	Representation
Blue	Source segment
Yellow	Fuzzy match
Grey	No match or NA
Green	100% match
Pink	Segment modified since the original file was created
Purple	Segment modified and updated to translation memory

Go to **Defining color codes** for more information.

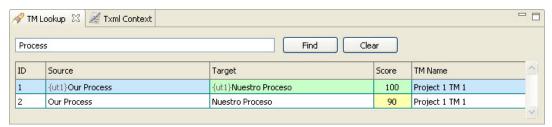
Using TM Lookup window

The TM Lookup window is used to view TM leverage results and context searching. Find below the procedure for the following tasks:

- Viewing TM leverage results
- Using TM lookup

Viewing TM leverage results

The TM Lookup window displays the leverage results for the current source segment. The results display an ID number, source and target segments, the translation score and the translation memory name.



TM Lookup default color representation

Find below the list of default color representations for source and target segments and translation score in the TM Lookup window:

Color	Representation	
Blue	Source segment	
Yellow	Fuzzy match	
Green	100% match	
Highlighted	Words or phrases that do not	
<mark>tex</mark> t	match the source segment	

Go to **Defining color codes** for more information.

Using TM lookup

TM lookup is a process that searches for specific source segment text in the translation memory. The results display source and target segments.

To perform TM lookup:

- 1. Enter a word or phrase in the TM Lookup text box.
- 2. Click Find.

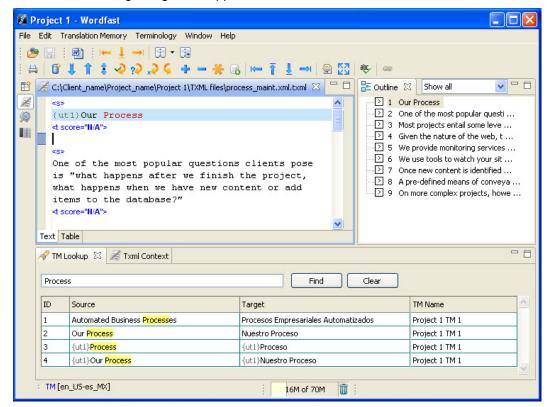
Note: If you want matches that only have all the words in your phrase, use + signs between each word instead of spaces. If you use spaces in the search string, then results will show segments that have any of the words in them.

Or

1. Select a word or phrase in the source segment.

2. Press Ctrl-Alt-L or .

The source and target segments appear.



Note: The words or phrases that match the searched context are highlighted.

Updating translation memory

To update translation memory with new content, ensure the TM has the **Read only** check box clear and update options are selected. Go to <u>Creating or opening a translation memory</u> and <u>Selecting translation memory update settings</u> for more information.

When you navigate source segments by pressing **Alt+Down** or **Alt+Up** or clicking if or , segments are saved automatically to the TM.

Note: If you have changed the target segment, and you navigate using other methods (i.e., clicking on other segments to navigate directly to them), a warning message appears asking if you want to save the target segment.

WORKING WITH TERMINOLOGY

Find below the procedures for the following tasks:

- Leveraging a terminology list
- Adding terminology

Editing terminology

Leveraging a terminology list

To leverage a terminology list or glossary:

1. Follow the steps to open a file from Opening a file.

The file appears in the Translation window. If a term from the terminology list or glossary exists in the source segment, it will appear in red by default.

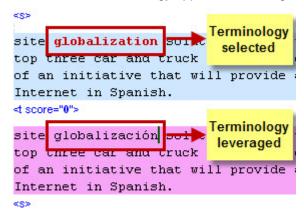
```
site globalization solutions, and top three car and truck rental sys of an initiative that will provide Internet in Spanish.
```

Select Terminology > Previous term / Next term or click ← or → or press Ctrl+Alt+8
 / Ctrl+Alt+9.

The terminology is highlighted and selected.

- 3. In the target segment, place the cursor at the location where you want the translated terminology to appear.
- Select Terminology > Copy term or click
 ¹/₂ or Ctrl+Alt+0.

The translated terminology appears in the target segment.



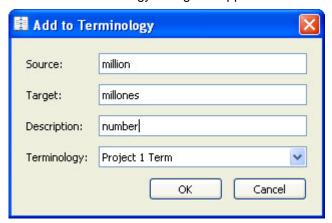
Adding terminology

To add terminology to a terminology list or glossary:

1. Left-click and select a terminology in the source or target segment.

2. Click **Terminology > Add term** or click **1**.

The Add to Terminology dialog box appears.



- 3. Enter **Source**, **Target** and **Description** of the terminology.
- 4. Select the terminology list that you want to add the terminology to.
- 5. Click **OK**.

The new terminology is added.

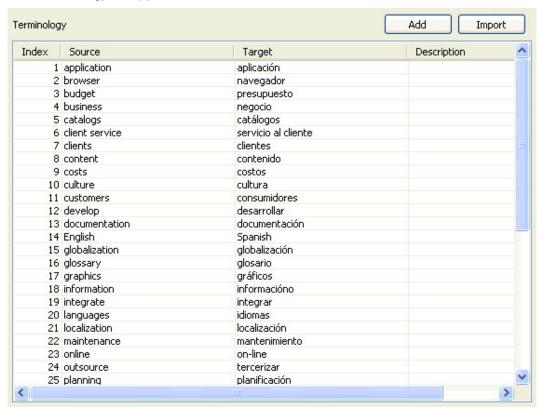
Editing terminology

To edit terminology:

1. Click **Terminology > Edit**.

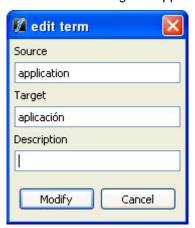
2. Select the terminology list that you want to edit.

The Terminology list appears.



3. Double-click on the entry you want to modify.

The Edit term dialog box appears.



4. Enter the necessary changes and click Modify.

The modified terminology appears in the terminology list.

WORKING WITH PLACEABLES

A placeable is inline text that is not translatable. For example, HTML code within a sentence.

Target segments should have the same placeables as the source segment, however depending on the language sometimes a placeable is not needed. If you try to save a target segment with missing placeables, a warning message appears. Find below an example of a source segment with two placeables:

Please contact the hotel for further information at {ut1}info@companyname.com{ut2}.

The {ut1} and {ut2} text strings represent placeables.

Find below the procedures for the following tasks:

- Viewing placeables
- Copying placeables
- Deleting placeables

Viewing placeables

To view placeables:

- Follow the steps to open a file from <u>Opening a file</u>.
 The file appears in the Translation window. If a placeable exists in the source segment, it will appear in gray by default.
- 2. Place the mouse over the placeable.

The actual text in the placeable appears. Find below an example of the popup for the {ut1} placeable.



Copying placeables

To copy placeables:

- Follow the steps to open a file from <u>Opening a file</u>.
 The file appears in the Translation window. If a placeable exists in the source segment, it will appear in gray by default.
- Select Translation Memory > Previous placeable / Next placeable or click ← or → or press Ctrl+Alt+Left / Ctrl+Alt+Right.

The placeable is highlighted in red and selected.



- 3. Place the cursor where you want the placeable in the target segment.
- 4. Select **Translation Memory > Copy placeable** or click or **Ctrl+Alt+Down** or type the characters of the placeable.

The placeable appears in the target segment.



Deleting placeables

The placeable can be deleted only in the target segment. To delete placeables, place your cursor in the placeable's text and select **Translation Memory > Remove placeable** or click or press **Ctrl+Alt+Up**.

USING TRANSCHECK

The Transcheck option verifies certain elements in the target segments and warns you about missing or incorrect text or variables. For example, if you do not insert a placeable or type incorrect text, a warning signal will appear before the target segment. You will be able to view the warning on mouse over.

Find below the procedures for the following tasks:

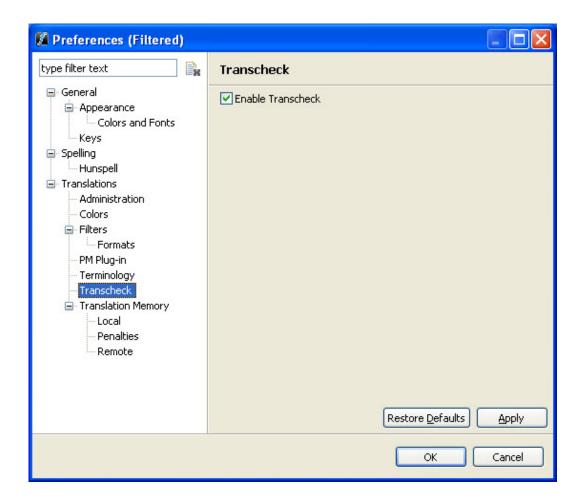
- Enabling Transcheck
- Viewing Transcheck warning

Enabling Transcheck

To enable Transcheck:

- Open Wordfast and click .
 The TXML perspective appears.
- 2. Click Edit > Preferences > Translations > Transcheck.

The Transcheck dialog box appears.



- 3. Select Enable Transcheck checkbox.
- 4. Click **Apply** and **OK**.

The Transcheck option is enabled.

Viewing Transcheck warning

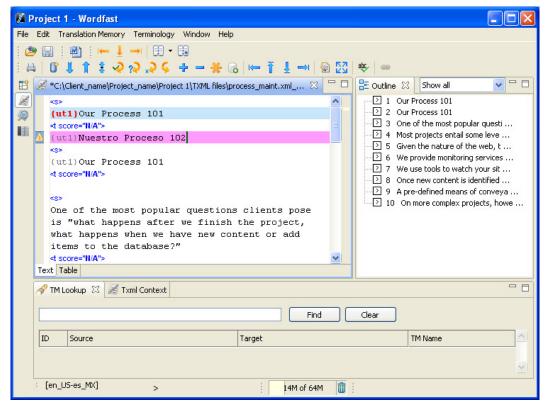
Note: The Transcheck warning can be viewed only in the Text mode.

To view Transcheck warning:

Follow the steps to open a file from section <u>Opening a file</u>.
 The file appears in the Translation window.

2. Type the target segment.

A warning signal appears before the target segment as shown in the screenshot below.



3. Place the mouse over the warning signal.

The text in the warning appears as shown in the screenshot below.

```
{ut1}Our Process 101
<t score="N/A">
-Error: 101 (numericalcheck) 0 102
```

Note: The Transcheck warning appeared because the number 101 was incorrectly typed as 102. The warning signal disappears when the segment is corrected as shown in the screenshot below.

```
{s>
{ut1}Our Process 101
<tscore="N/A">
{ut1}Nuestro Proceso 101
<s>
```

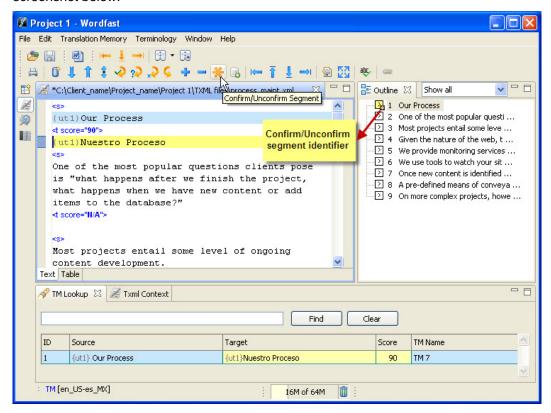
CONFIRMING OR UNCONFIRMING SEGMENTS

The Confirm/Unconfirm Segment option allows the translator to mark a segment for future reference. For example, if the translator wants to check and confirm a segment after referring to some resources, he or she can mark the segment and revert to it at a later stage.

To confirm or unconfirm a segment:

- Follow the steps to open a file from section <u>Opening a file</u>.
 The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.
- Type or leverage the target segment from the translation memory.
 The target segment will appear.
- Click Translation Memory > Confirm/Unconfirm Segment or , to mark the segment.

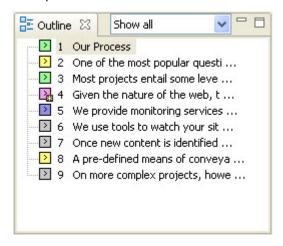
An '*' symbol appears next to the segment in the Outline window as shown in the screenshot below.



Note: The '*' symbol will disappear only when you click **Translation Memory >**Confirm/Unconfirm Segment or again to confirm the segment.

USING OUTLINE WINDOW

The Outline window is used for source segment navigation. The source for each translatable segment is listed with color coded icons that represent the translation score. The segments that need to be confirmed are also marked by an asterisk (*) in the Outline window. Find below an example of an Outline window:



Navigating using Outline window

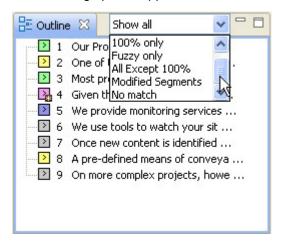
To view a source segment, in the Outline window, place the cursor on a source segment and left click.

The source segment is selected and highlighted.

Sorting segments

To sort the source segments, click on the drop down list.

The following options appear:



Outline window default color representation

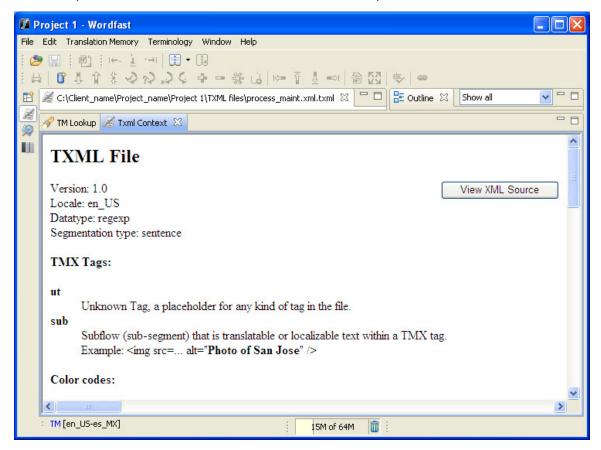
Find below the list of default color representations for source and target segments in the Translation window:

Color	Representation
Yellow	Fuzzy match
Grey	No match or NA
Green	100% match
Pink	Segment modified since the
	original file was created
Purple	Segment modified and updated to
	translation memory

Go to **Defining color codes** for more information.

VIEWING TXML CONTEXT

The TXML Context window is used to view the TXML context of the currently open file. You also have the option to view the XML Source. Find below an example of a TXML Context window:



SAVING A FILE

To save a file:

- Click File > Save or Ctrl+S, to save the currently open file.
- Click File > Save translated file, to save PPT, XLS or DOC files.
- Click File > Save As..., to save and rename the file.
- Click File > Save All, to save all open files.

CLOSING A FILE

To close a file:

- Click **File > Close** or click <icon>, to close the currently open file.
- Click File > Close All, to close all open files.
 Note: If you close a file without saving the most recent changes, a warning message appears querying if you want to save the file.

Using shortcut icons

Wordfast includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in the TXML Editor and their functionality.

Use	to		
(Ctrl+O)	open a new file.		
(Guill G)	Note: When you browse your PC, only the file types		
	listed in your File Associations setup (Window >		
	System Preferences > General > Editors > File		
	Associations) will appear.		
(Ctrl+S)	save the currently open file.		
	preview the file in MS Word.		
(Ctrl+Alt+8)	navigate to the previous terminology in the source		
(= : : : : ;	segments.		
(Ctrl+Alt+0)	copy the selected terminology.		
(Ctrl+Alt+9)	navigate to the next terminology in the source		
(5 (6	segments.		
	modify the terminology list.		
围	add a terminology to the terminology list.		

Use	to		
A	print the file that is currently open.		
(Ctrl+Shift+O)	create or select a translation memory.		
(Alt+Down)	navigate to the next segment. This action automatically saves the segment to the TM, if you have edited the translation.		
(Alt+Up)	navigate to the previous segment. This action automatically saves the segment to the TM, if you have edited the translation.		
(Alt+Space)	leverage the TM for the current source segment.		
(Ctrl+Alt+F)	translate the source segments until there is a fuzzy match.		
(Ctrl+Shift+PageDown)	translate the source segments until there is no match.		
(Ctrl+Shift+End)	translate all source segments.		
(Alt+Insert)	copy the text from the source segment into the target segment.		
(Alt+E)	combine the currently selected source segment with the next segment.		
	Note : This function can be accomplished only with segments in the same paragraph. Segments that have a paragraph break between them cannot be combined.		
(Alt+S)	split the source segment into two segments, at the location of the cursor.		
*	mark a segment for future reference.		
(Alt+End)	save the translated segments to the TM and close the file. This action is typically carried out when you have completed translation.		

Use	to
(Ctrl+Alt+Left)	select the previous placeable in the source segment.
(Other left)	The selected placeable will be highlighted in red by
	default.
(Ctrl+Alt+Up)	delete the currently selected placeable.
(Ctrl+Alt+Down)	copy the currently selected placeable into the target
(Guilly unit Bowll)	segment at the location of the cursor.
(Ctrl+Alt+Right)	select the next placeable in the source segment. The
	selected placeable will be highlighted in red by
	default.
	analyze the file for translation against a TM to
	leverage reusable content and pre-translate content.
(Ctrl+Alt+L)	look up the selected source text in the translation
(0 2)	memory. This action leverages all segments that
	include that text.
the third the th	check spelling.

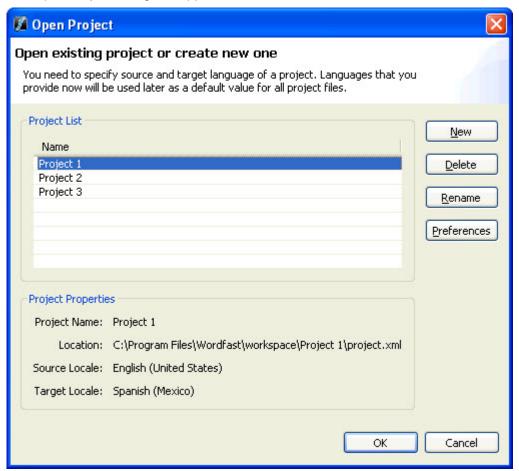
Deleting a project

To delete a project:

Open Wordfast and click .
 The TXML perspective appears.

2. Click File > Open Project.

The Open Project dialog box appears.



3. Select a project name and click **Delete**.

A confirmation message appears, asking if you want to delete the file.

4. Click Yes.

The project is deleted and removed from the Project list.

The Wordfast advanced options are as follows:

- Managing shortcut keys
- Managing licenses
- Updating Wordfast

Managing shortcut keys

Wordfast includes a number of shortcut keys that help you quickly complete common tasks. You can also modify and create new shortcut keys. Find below the procedures for the following tasks:

- Viewing shortcut keys
- Modifying shortcut key schemes
- Modifying shortcut keys
- Creating shortcut keys

VIEWING SHORTCUT KEYS

To view shortcut keys:

- Open Wordfast and click .
 The TXML perspective appears.
- Click Help > Key Assist or press Cltrl+Shift+L. A list of actions and shortcut keys appear.

MODIFYING SHORTCUT KEY SCHEMES

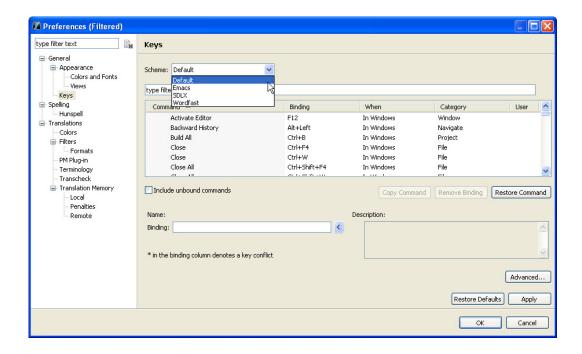
To view or modify shortcut key schemes:

- Open Wordfast and click .
 The TXML perspective appears.
- 2. Click Edit > Preferences.

The Preferences (Filtered) screen appears.

3. Click **General > Keys**.

The Keys option appears.



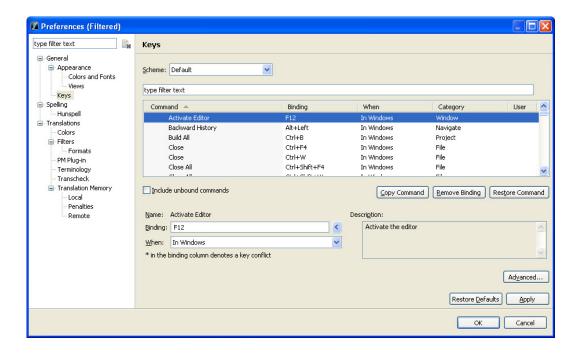
4. Select a Scheme from the drop down list.

Note: You can change the shortcut key scheme to Wordfast, Emacs or SDLX. You can also create a default scheme of your own.

MODIFYING SHORTCUT KEYS

To modify a shortcut keys:

Follow step 1 and 3 from <u>Modifying shortcut key schemes</u>.
 The Keys option appears.



- 2. Left-click and select a Command.
- 3. Remove the existing Binding and press a new sequence of keys.
- 4. Click Copy Command.

The shortcut key is modified.

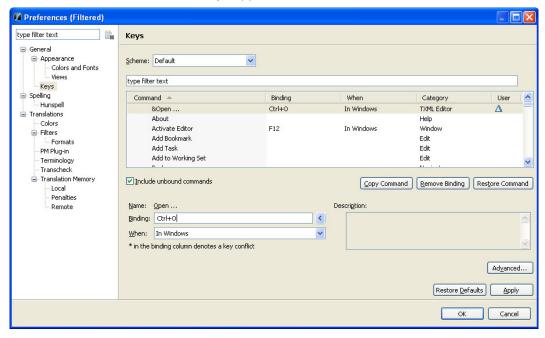
CREATING SHORTCUT KEYS

To create a new shortcut key:

1. Follow step 1 and 3 from Modifying shortcut key schemes.

2. Select Include unbound commands checkbox.

The commands with no shortcut keys appear.



- 3. Left-click and select a Command.
- 4. Place the cursor in the Binding field and press a sequence of keys.
- 5. Click Copy Command.

A new shortcut key is created.

Managing licenses

Find below the procedures for the following tasks:

- Re-installing license certificate
- Verifying current license certificate

RE-INSTALLING LICENSE CERTIFICATE

To re-install a license certificate:

 Remove the current version of Wordfast from your PC by running the Uninstaller located at Start > All Programs > Wordfast > Uninstall.

Note: The Uninstaller will also run automatically when you re-install Wordfast.

- Download the Wordfast installer from the webpage http://www.wordfast.com/store_download.html to your PC.
- 3. Run the installer.

The Wordfast Demo Mode appears.

Note: Wordfast requires a Java JRE to be installed on your PC. During installation, if Java JRE does not exist, it will be installed for you. If it exists, then Wordfast will refer to it when running.

In the Demo Mode, you can view and test all the functions of the software. You can purchase a Wordfast license from the webpage

http://www.wordfast.com/store_download.html.

If you do not purchase a license, you are limited to storing up to 500 translation units in your translation memories.

4. Buy the Wordfast license from the webpage

http://www.wordfast.com/store_download.html.

The license file is sent to you via email.

- 5. Save the license file to a known location, preferably C:\Program files\Wordfast.
- 6. Open the Wordfast Demo Mode.
- 7. Click Help > License Management.

The Activation dialog box appears.

- 8. Click License Manager.
- 9. Select (Re-)Install a license certificate and click Next.
- 10. Browse and navigate to C:\Program files\Wordfast and select the license file.
- 11. Click Next twice and then Finish.
- 12. Restart Wordfast.

Your license is active. If you have any problems with the license and require support, please log into the Wordfast support hotline at www.wordfast.com.

VERIFYING CURRENT LICENSE CERTIFICATE

To verify the current license certificate:

- 1. Open Wordfast and go to Help > License Management.
 - The Activation dialog appears.
- 2. Click License Manager.
- 3. Select Verify the current license certificate.

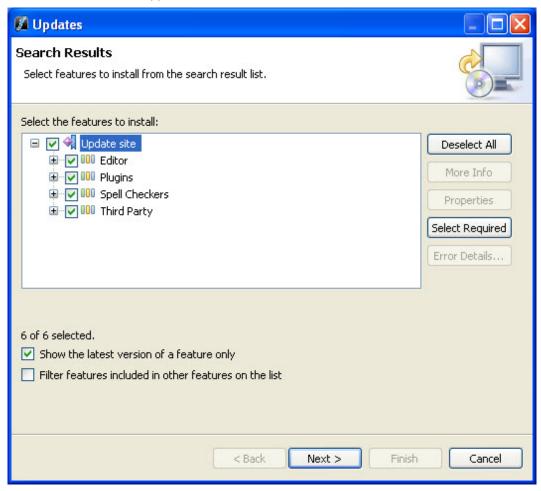
The license certificate appears. It includes details of the current license.

Updating Wordfast

When new Wordfast builds are released, you will need to complete the necessary updates to access the new features.

To update Wordfast:

1. Open Wordfast and click **Help > Wordfast Updates**. Wordfast searches for new updates and the search results appear.

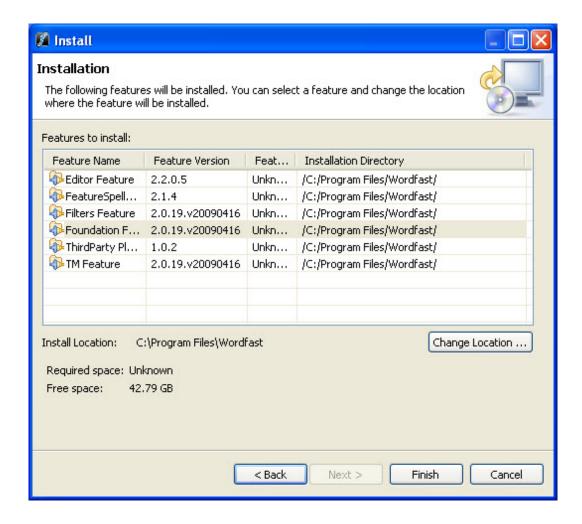


2. Select the features to be installed and click Next.

The license agreement appears.

3. Select "I accept the terms to the license agreements" and click Next.

The list of features that will be installed appears.

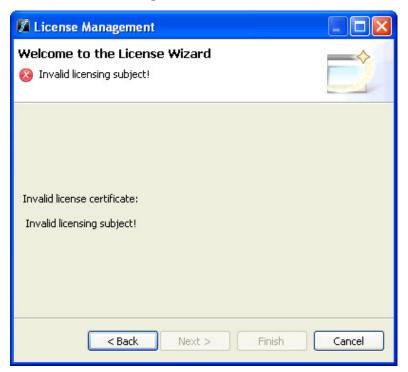


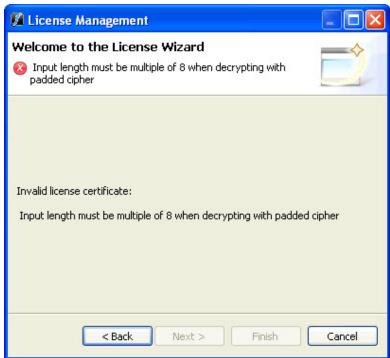
- 4. If required, change the location where the features should be installed and click **Finish**. The new features are downloaded and your current installation is automatically updated.
- 5. Restart Wordfast to activate the new build.

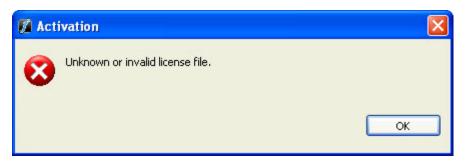
TROUBLESHOOTING ERRORS

This section includes a list of common errors, their cause and steps that you can follow to solve them.

Problem: Error message: Invalid license certificate







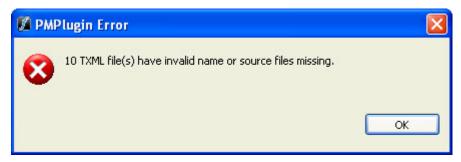


Cause: These error messages appear due to the following reasons:

- License certificate is not a Wordfast license certificate
- License certificate has an incorrect file name or user name
- License certificate is edited or some information is missing from the file
- License certificate has expired

Solution: Contact the administrator for a new license certificate. You can contact the administrator by logging into the Wordfast support hotline at www.wordfast.com.

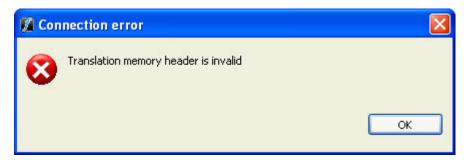
Problem: Error message: TXML source files missing



Cause: The TXML file and the original file are not at the same location or do not have the same file name.

Solution: Ensure that the TXML file and the original file are at the same location and both files have the same file name. If not, the clean up process cannot be completed.

Problem: Error message: Translation memory header is invalid



Cause: The local TM file that is being opened does not have the correct header, which typically includes the creation date, user ID, source and target language and so on.

Solution: Ensure that the correct local TM is opened. If the error persists, please log into the Wordfast support hotline at www.wordfast.com.

Problem: Error message: Terminology skipped during import



Cause: The source or target segment is missing from the terminology list.

Solution: Ensure that the imported terminology list contains the source and target segments of all the terms.

Problem: Error message: Unable to connect to remote TM

Cause: The URL to the remote TM server is incorrect or invalid.

Solution:

- 1. Go to Edit > Preferences > Translation Memory > Remote.
- Check if the remote TM URL is correct. Find below an example of a URL string: gltm://french_user:french_password@63.246.29.190:47110
- 3. Check if there are trailing spaces at the end.

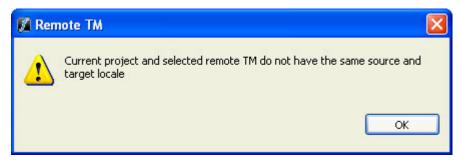
Problem: Error message: Current project and local TM have different source and target languages

Cause: The source and target languages associated with the currently open project does not match the local TM language pair.

Solution:

- 1. Go to Preferences > Translation Memory > Local.
- 2. Select the local TM and click Edit.
- 3. Change the source and target languages to match the current project language pair.

Problem: Error message: Current project and remote TM have different source and target languages

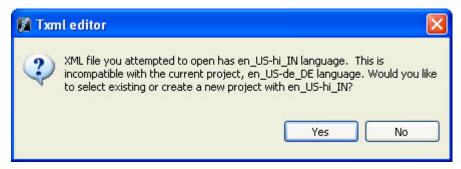


Cause: The source and target languages associated with the currently open project does not match the remote TM language pair.

Solution:

- 1. Go to Preferences > Translation Memory > Remote.
- 2. Select the remote TM and click Edit.
- 3. Change the source and target languages to match the current project language pair.

Problem: Error message: Current project and file for translation have different source and target languages.

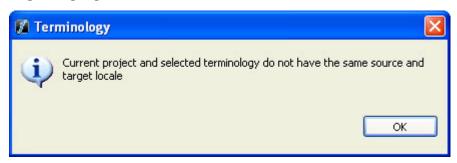


Cause: The source and target languages associated with the currently open project does not match the file language pair.

Solution 1: Check that you are opening the correct file. If necessary, open the file in a text editor and view/verify the source and target language specifications.

Solution 2: Create a new project with source and target languages matching the file for translation. Go to <u>Creating a project</u> for more information.

Problem: Error message: Current project and terminology list have different source and target languages.



Cause: The source and target languages associated with the currently open project does not match the terminology language pair.

Solution:

- 1. Go to Preferences > Translations > Terminology.
- 2. Select the terminology and click Edit.
- 3. Change the source and target languages to match the current project language pair.

Problem: Translation Memory is not leveraged during translation

Cause: A local or remote TM is not selected.

Solution: Ensure that you are connected to a TM. To confirm go to **Translation Memory** > **New/Select TM** > **Local** or **Remote** and check the **Selected** check box next to the TM you wish to use. If you have **Read only** selected, you will not be able to leverage or copy into the TM.

Problem: Shortcut keys not working for key strokes

Cause: The correct scheme is not selected or the shortcut key is not configured.

Solution:

- 1. Go to Edit > Preferences > Keys > Scheme.
- 2. Choose the correct scheme: Wordfast, SDLX, Emacs or Default schemes.
- Check the shortcut key list to ensure that all shortcut keys are configured correctly. If not, edit accordingly. Go to <u>Managing shortcut keys</u> for more information on viewing, modifying and creating shortcut keys.
- 4. Click **Apply** and **OK**.